
U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Assistant Secretary of Administration

A-06-001-01 General Subject File

Description: These records document the activities of the Assistant Secretary for Administration in a variety of administrative functions such as, policy, plans, programs, and procedures for Classification/Declassification, Foreign Buildings, Information Systems, Communications and Information Management. Consists of airgrams, telegrams, general correspondence, congressional, memorandum of conversations, briefing materials, letters, memoranda and related documents that have substantive content. Also includes an index to the subject files.

Disposition: Permanent. Retire to RSC when 3 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-88-8, item 1 a and b **Date Edited:** 6/28/2007

A-06-001-02 Country File

Description: Airgrams, telegrams, general correspondence, congressional, memorandum, of conversations, briefing materials, letters, memoranda and other material relating to policies and procedures in the construction of overseas buildings.

Disposition: Permanent. Cut off in year of project completion. Retire with block of subject files for that year.

DispAuthNo: N1-059-88-8, item 2 **Date Edited:** 4/1/1999

Deputy Assistant Secretary for Operations

A-06-002-01 General Subject Files

Description: These records document the activities of the Deputy Assistant Secretary for Operations in directing and supervising a variety of administrative functions including supply, transportation, procurement, visual services, language services and general services. Records documenting the policies and procedures relating to the administrative functions are retained by the subordinate offices.

Disposition: Retire when 2 years old. Destroy when 5 years old.

DispAuthNo: NC1-059-81-5, item 1 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Claims

A-06-003-01 Foreign Service Claims Board File

Description: Consists of application for payment, copy of form authorizing payment, and copy of Board decision.

Disposition: Destroy 10 years after case is closed.

DispAuthNo: NN-171-120, item 3 **Date Edited:** 4/1/1999

A-06-003-02 Foreign Service Claims Board - General File

Description: Minutes, agenda, reports, decisions, copies of acts, and reports on Board organization, establishment and procedures.

Disposition: Retain Permanently

DispAuthNo: NN-171-120, item 4 **Date Edited:** 4/1/1999

A-06-003-03 Personal Property Claims File

Description: Includes DS-1620, Claim for Loss or Damage to Personal Property, inventories of effects, etc., concerned with settlement of claims for loss of personal property of employees of the Department of State, the U.S. Information Agency and the Agency for International Development

Disposition: Destroy 5 years after case is closed.

DispAuthNo: NN-171-120, Item 5 **Date Edited:** 4/1/1999

A-06-003-04a Personal Property Claims - General Subject File

Description: a. Policy and procedural files concerning implementation of Military Personnel and Civilian Employees Claims Act of 1964, PL 88 588, approved August 31, 1964 as amended.

Disposition: Retain Permanently

DispAuthNo: NN-171-120, item 6a **Date Edited:** 4/1/1999

A-06-003-04b Personal Property Claims - General Subject File

Description: b. All other operating and general administrative files.

Disposition: Destroy when 5 years old.

DispAuthNo: NN-171-120, item 6b **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-003-05 **Claim Record Card**

Description: Card record showing claimant name, settlement date and amount of settlement or date of disallowance.

Disposition: Retain permanently.

DispAuthNo: NN-171-120, item 7

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Office of the Procurement Executive

A-06-004-01 General Subject and Post Files

Description: Arranged by subject and post name - Documentation pertaining to the formulation of Department-wide procurement policies and directives; advice on procurement laws, legislation, and opinions issued by the courts and GAO; appointment of contracting officers; certification of Departmental compliance with procurement laws; approval of procurement training for Department personnel and other activities undertaken by the Office of Procurement Executive. Documents include memoranda, telegrams, letters, airgrams, reports, position papers, certificates, copies of contracts, computer printouts, standard forms and other related material.

Disposition: Cut off when 5 years old. Destroy when 7 years old.

DispAuthNo: N1-059-93-45, item 1

Date Edited: 4/1/1999

A-06-004-02a Organization Files

Description: Arranged by organization name, thereunder by subject or case - Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, agreements, talking points, resolutions, reports, case files, and reference material documenting the Department interest or participation in Federal agency boards, councils, committees, or other bodies that address procurement concerns (e.g. CAAC, IPCMC).

a. Subject Files.

Disposition: Cut off when 1 year old. Destroy when 7 years old.

DispAuthNo: N1-059-93-45, item 2a

Date Edited: 4/1/1999

A-06-004-02b(1) Organization Files

Description: Arranged by organization name, thereunder by subject or case - Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, agreements, talking points, resolutions, reports, case files, and reference material documenting the Department interest or participation in Federal agency boards, councils, committees, or other bodies that address procurement concerns (e.g. CAAC, IPCMC).

b. Case Files.

(1) Cases of interest to the Department.

Disposition: Destroy 3 years after case is closed.

DispAuthNo: N1-059-93-45, item 2b(1)

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-004-02b(2) Organization Files

Description: Arranged by organization name, thereunder by subject or case - Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, agreements, talking points, resolutions, reports, case files, and reference material documenting the Department interest or participation in Federal agency boards, councils, committees, or other bodies that address procurement concerns (e.g. CAAC, IPCMC).

b. Case Files.

(2) All Other Cases.

Disposition: Destroy 1 year after case is closed.

DispAuthNo: N1-059-93-45, item 2b(2)

Date Edited: 4/1/1999

A-06-004-03 Executed Contracts

Description: Transaction case files on contracts, including such forms as initiating requisitions, invitations to bid, specifications, bids, bid abstracts, contract provisions, certificates of award, advice on miscellaneous obligations, and related correspondence.

Original contracts- Transactions of MORE than \$25,000 and all construction contracts exceeding \$2,000.

Disposition: Place in inactive file on final payment and transfer to RSC after 2 years. Destroy 6 years and 3 months after final payment.

DispAuthNo: GRS 3, item 3a(1)(a)

Date Edited: 10/26/2010

A-06-004-04a Contract Appeals Case Files

Description: Contract appeal case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.

a. Records created prior to October 1, 1979.

Disposition: Destroy 6 years and 3 months after final action on decision.

DispAuthNo: GRS 3, item 15a

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-004-04b **Contract Appeals Case Files**

Description: Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.

b. Records created after September 30, 1979.

Disposition: Destroy 1 year after final action on decision.

DispAuthNo: GRS 3, item 15b **Date Edited:** 4/1/1999

A-06-004-05 **Grant Administrative Files**

Description: Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.

Disposition: Destroy when 2 years old.

DispAuthNo: GRS 3, item 14 **Date Edited:** 4/1/1999

A-06-004-06 **Chronological Files**

Description: Extra copies of correspondence, memoranda, and telegrams maintained as an office-wide drop file.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-059-93-45, item 4 **Date Edited:** 4/1/1999

A-06-004-07 **Federal Procurement Data System (FPDS) Reports**

Description: Files maintained by fiscal year quarters, containing correspondence, telegrams, airgrams, memoranda, reports, source documents, computer printouts and other papers regarding all procurements exceeding \$25,000 and consisting of information required for transfer to the FPDS. Reports contain Individual Contract Action Report (SF-279); Summary Contract Action Report (SF-281); Contract Report Exceeding \$150,000; Report of Total Procurement; Contractor Officer Code Report and related materials.

Disposition: Cut off in FY quarters. Destroy when 5 years old.

DispAuthNo: GRS 3, item 3d **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-004-08 World-wide Procurement Database System (WWPD) Files

Description: Correspondence, telegrams, airgrams, memoranda, reports, source documents, computer printouts and other papers that document the inception, principal development, projects, requests for data and other information related to the WWPD created in 1991.

Disposition: Cut off when 1 year old. Destroy when 5 years old.

DispAuthNo: GRS 3, item 3d **Date Edited:** 4/1/1999

A-06-004-09 World-wide Procurement Database System (WWPD)

Description: An electronic information system arranged by fiscal year, containing data on DOS procurement exceeding \$25,000 and other data required under 48 CFR 4.601 for transfer to FPDS.

Disposition: Delete data when 10 years old.

DispAuthNo: N1-059-93-45, item 3 **Date Edited:** 4/1/1999

A-06-004-10 Procurement Career Management Information System (PCMI) Files

Description: Correspondence, telegrams, airgrams, memoranda, reports, source documents, computer printouts and other papers that document individual cases updated in the PCMI system created in 1993. Includes DS-1911, Individual Development Information Sheet which forms the basis of the PCMI database.

Disposition: Destroy on separation or transfer of employee.

DispAuthNo: GRS 1, item 6 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Office of Logistics Management

A-06-005-01 **Logistics Files - Arranged by TAGS and Terms**

Description: Correspondence, memorandums, telegrams, and other documentation on Logistics covering automated data processing, circuits, communications, components, contracts, couriers, equipment, exchanges, information management systems, inventory control, logistical support, maintenance, management, material management, networks, operations, programs, property accountability, provisions, purchasing, quality assurance, receiving, shipment, specifications, spare parts, supplies, telecommunications, transportation, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 55 **Date Edited:** 4/1/1999

A-06-005-02 **Procurement Files - Arranged by requisition number**

Description: Request for Services, Supplies, and Equipment (DS-1869) (also called an IMR), Requisition for Equipment, Supplies, and Furniture, Etc. (DS-1089-A), telegrams, and other documentation on procurement covering amendments, bin 3 reports, Blanket Purchase Agreements (BPA), Collect-On-Delivery (C.O.D.), electronic transfers, equipment, General Services Administration (GSA), Military Standard Requisitioning and Issue Procedures (MILSTRIP), preparations, procurement, purchase orders, repair parts, requests, requisitions, services, supplies, and other related subjects.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-059-95-4, item 56 **Date Edited:** 4/1/1999

A-06-005-03a **Material Management - Receiving Files**

Description: Documentation on receiving of quick in/out supplies covering closed Orders, the General Services Administration (GSA), inspection reports, Military Standard Requisitioning and Issue Procedures (MILSTRIP), open orders, receiving report, supplies, and other related subjects.

a. Flat Files. Arranged by order numbers.

Disposition: Destroy 2 years after placed in inactive file.

DispAuthNo: N1-059-95-4, item 57a **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-005-03b Material Management - Receiving Files

Description: Requisition for Equipment, Supplies, and Furniture, Etc. (DS-1089-A), Order for Supplies and Services (DD-250), Material Inspection and Receiving Report (DD-1155), telegrams, and other documentation on items posts have ordered covering materials, purchase orders, receiving, services, supplies, and other related subjects.

b. Post Orders Files. Arranged by purchase order numbers.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 57b **Date Edited:** 4/1/1999

A-06-005-03c Material Management - Receiving Files

Description: Telegrams, and other documentation on items posts have received covering data, inventories, packing lists, receiving and inspections reports, and other related subjects.

c. Post Orders Received Files. Arranged by post.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 57c **Date Edited:** 4/1/1999

A-06-005-04 Material Management - Warehouse Files

Description: Documentation on warehouse items covering pick tickets, packing, preparations, shipping, transactions, and other related subjects.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-059-95-4, item 58 **Date Edited:** 4/1/1999

A-06-005-05a Material Management - Customer Service Files

Description: Telegrams, and other documentation on customer service covering digital, equipment, radios, repairs, replacement, telephones, and other related subjects.

a. Post Customer Service Files. Arranged by post.

Disposition: Destroy when 3 years old.

DispAuthNo: **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-005-05b	Material Management - Customer Service Files
Description:	Correspondence, forms, and other documentation on customer service covering blanket purchase arrangements (BPA), notes, packing lists, price lists, repairs, and other related subjects. b. Customer Service Files.
Disposition:	Destroy when 2 years old.
DispAuthNo:	N1-059-95-4, item 59b
Date Edited:	4/1/1999
A-06-005-06a	Material Management - Dispatching Files
Description:	a. Dispatching - Invoice Files. Copies of invoices on equipment and services.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-95-4, item 60a
Date Edited:	4/1/1999
A-06-005-06b	Material Management - Dispatching Files
Description:	b. Dispatching - Government Bill of Lading Files. U.S. Government Bill of Lading (SF-1103).
Disposition:	Destroy when 2 years old.
DispAuthNo:	N1-059-95-4, item 60b
Date Edited:	4/1/1999
A-06-005-06c	Material Management - Dispatching Files
Description:	Documentation on dispatches to posts covering sheets, packing documents, pick tickets, shipments, work sheets, and other related subjects. c. Dispatching - Post Documents Files. Arranged by post.
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-059-95-4, item 60c
Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-005-06d	Material Management - Dispatching Files
---------------------	--

Description:	Telegrams and other documentation on shipments to posts covering delivery and shipping arrangements.
---------------------	--

	d. Dispatching - Post Telegram Files. Arranged by post.
--	---

Disposition:	Destroy when 2 years old.
---------------------	---------------------------

DispAuthNo:	N1-059-95-4, item 60d	Date Edited:	4/1/1999
--------------------	-----------------------	---------------------	----------

A-06-005-07	Contract Coordination Files
--------------------	------------------------------------

Description:	Copies of contracts, correspondence, memorandums, telegrams, and other documentation on requests for services type contracts.
---------------------	---

Disposition:	Destroy 2 years after the contract is closed.
---------------------	---

DispAuthNo:	N1-059-95-4, item 61	Date Edited:	4/1/1999
--------------------	----------------------	---------------------	----------

A-06-005-08a	Operations - Management Information Systems Files
---------------------	--

Description:	Requisition for Equipment, Supplies, and Furniture, Etc. (DS-1089A), Request for Services, Supplies, and Equipment (DS-1869); memorandums; telegrams; and other related documentation on Bin 3 Reports, communications equipment, control numbers, data, equipment, move ticket, pick ticket, processing, purchase orders, receiving report, requests, spare parts, status of shipment, stock availability, supplies, vouchers, and other related subjects.
---------------------	---

	a. Pending Status and Completed Files. Arranged by control number.
--	--

Disposition:	Destroy when 3 years old.
---------------------	---------------------------

DispAuthNo:	N1-059-95-4, item 62a	Date Edited:	4/1/1999
--------------------	-----------------------	---------------------	----------

A-06-005-08b	Operations - Management Information Systems Files
---------------------	--

Description:	Copies of Requisition for Equipment, Supplies, and Furniture, Etc. (DS-1089A).
---------------------	--

	b. Purchase Order Files. Arranged by purchase order number.
--	---

Disposition:	Destroy when 3 years old.
---------------------	---------------------------

DispAuthNo:	N1-059-95-4, item 62b	Date Edited:	4/1/1999
--------------------	-----------------------	---------------------	----------

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-005-09a	Operations - Worldwide Property Accountability Files
Description:	Correspondence, memorandum, telegrams, and other related documentation on domestic and posts inventories covering equipment and supplies. a. Inventory Files. Arranged by post or domestic office.
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-059-95-4, item 63a Date Edited: 4/1/1999
A-06-005-09b	Operations - Worldwide Property Accountability Files
Description:	Telegrams on post property covering accountability, equipment, movement of equipment, pick tickets, property, Test and Installation Sheet, and other related subjects. b. Movement Inventory Files. Arranged by post.
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-059-95-4, item 63b Date Edited: 4/1/1999
A-06-005-10a	Operations - Inventory Management Files
Description:	Annual Inventory Report of Equipment, Request for Services, Supplies, and Equipment (DS-1869), telegrams, and other documentation on equipment, excess property inventories, part numbers, research, and other related subjects. a. Stock Log Purge.
Disposition:	Destroy when 2 years old.
DispAuthNo:	N1-059-95-4, item 64a Date Edited: 4/1/1999
A-06-005-10b	Operations - Inventory Management Files
Description:	Annual Inventory Report of Equipment, Request for Services, Supplies, and Equipment (DS-1869), telegrams, and other documentation on equipment, excess property inventories, part numbers, research, and other related subjects. b. All other items.
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-059-95-4, item 64b Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-005-11 Purchase Order and Invoice Files

Description: Copies of hardcopy purchase orders, invoices and related documentation received from domestic offices and overseas posts and used to input data into official record copy of routine procurement and contract files maintained by A/LM/AQM.

Disposition: TEMPORARY. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the master file, whichever is later.

DispAuthNo: GRS 20, item 2a(4)

Date Edited: 5/26/2011

A-06-005-12 Storage Authorization Files

Description: Copies of statements of transactions, statements of accountability, vouchers, schedules and other records documenting authorization of payment to private vendors for the storage of personal effects belonging to Foreign Service employees while stationed abroad. Record copy maintained by RM/GFS/F/C/EC.

Disposition: TEMPORARY. Destroy when three years old.

DispAuthNo: GRS 6, item 5b

Date Edited: 5/26/2011

A-06-005-13 State Assistance Management System - SAMS

Description: State Assistance Management System (SAMS)

Provides a Grant Management System of Record, as defined by federal the Grants Management Line of Business (GMLOB) guidelines. This system records and reports all Assistance actions (grants, cooperative agreements, and voluntary contributions) taken by the Department over course of each fiscal year. SAMS automates grants administration over the entire life cycle and follows the OMB Grant Management Process for the Pre-Award, Award, Post-Award, and Close-out stages.

Disposition: Temporary. Cutoff at end of Fiscal Year. Destroy 15 years after closeout, or when no longer needed, whichever is later.

DispAuthNo: DAA-0059-2012-0007-0001

Date Edited: 12/10/2012

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-005-13a State Assistance Management System - SAMS

Description: a. Inputs/Source Records:

Hard copy (non-electronic) documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signature) and not previously scheduled for permanent retention in an NARA-approved agency records schedule.

Disposition: Temporary. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes, or to support the reconstruction of, or serve as the backup to, the electronic records.

DispAuthNo: GRS 20, item 2a(4) **Date Edited:** 12/10/2012

A-06-005-13b State Assistance Management System - SAMS

Description: b. Inputs/Source Records:

Electronic records entered into the system during an update process, and not required for an audit and legal purposes and electronic records received from other agencies.

Disposition: Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes.

DispAuthNo: GRS 20, item 5 **Date Edited:** 12/10/2012

A-06-005-13c State Assistance Management System - SAMS

Description: c. Outputs:

Electronic files consisting solely of records extracted from a single master file or data base that is disposable under GRS 20 or approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are:

- Produced as an extraction process which changes the informational content of the source master file or data base; which may not be destroyed before securing NARA approval.

Disposition: Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes.

DispAuthNo: GRS 20, item 5 **Date Edited:** 12/10/2012

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-005-13d	State Assistance Management System - SAMS
Description:	d. Systems Backups: System Backups and Tape Library Records. Backups tapes maintained for potential system restoration in the event of system failure or other unintentional loss of data.
Disposition:	Temporary. Delete/destroy incremental backup tapes when second and subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.
DispAuthNo:	GRS 24, item 4a(1) Date Edited: 12/10/2012
A-06-005-13e	State Assistance Management System - SAMS
Description:	e. System Documentation Includes systems requirements, system design, and user guides.
Disposition:	Temporary. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file of data base, or upon destruction of the output of the system if the output is needed to protect legal rights, whichever is later.
DispAuthNo:	GRS 20, item 11a(1) Date Edited: 12/10/2012
A-06-005-14	Risk Analysis and Management (RAM) System
Description:	The Risk Analysis and Management (RAM) system facilitates the management, collection and screening of information from organizations that wish to apply for Department of State contracts and grants to ensure that no Department of State funds are purposefully or inadvertently used to provide support to entities or individuals deemed to be a risk to national security. Organizations and businesses applying for Department of State contracts or grants are requested to submit a DS-4184 Information Form for all key personnel, including but not limited to, President, Vice President and Board of Directors, or other individuals with operational control of the organization or those individuals that administer funds. Information collected on the DS-4184 is entered into RAM by Department of State employees. Analysts manually vet the information in RAM using a number of intelligence databases. The RAM master file contains the following information: name; date of birth; place of birth; gender; citizenship(s); social security number or legal permanent resident number; e-mail address; current employer; and job title.
Disposition:	N/A
DispAuthNo:	N/A Date Edited: 6/17/2013

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-005-14a(1)	Risk Analysis and Management (RAM) System
Description:	a. Master File (1) Yea Decisions Records of individuals, organizations or businesses cleared during the vetting process.
Disposition:	TEMPORARY. Delete/destroy one year after contract or grant is awarded.
DispAuthNo:	DAA-0059-2012-0004-0001 Date Edited: 6/18/2013
A-06-005-14a(2)	Risk Analysis and Management (RAM) System
Description:	a. Master File (2) Nay Decisions Records of individuals not cleared during the vetting process.
Disposition:	TEMPORARY. Delete/destroy seven years after final decision.
DispAuthNo:	DAA-0059-2012-0004-0002 Date Edited: 6/17/2013
A-06-005-14b	Risk Analysis and Management (RAM) System
Description:	b. Inputs Organizations and businesses applying for Department of State funds submit the DS-4184 Information Form.
Disposition:	TEMPORARY. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of or serve as a backup to the electronic records, whichever is later.
DispAuthNo:	GRS 20, 2(a)(4) Date Edited: 6/17/2013
A-06-005-14c	Risk Analysis and Management (RAM) System
Description:	c. Outputs Ad hoc printouts created for reference purposes or to meet day-to-day business needs.
Disposition:	TEMPORARY. Delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.
DispAuthNo:	GRS 20, item 16 Date Edited: 6/17/2013

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-005-14d	Risk Analysis and Management (RAM) System		
Description:	d. Documentation Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to the RAM system.		
Disposition:	TEMPORARY. Destroy or delete upon authorized deletion of the related electronic records or upon destruction of the output of the system if the output is needed to protect legal rights, whichever is later.		
DispAuthNo:	GRS 20, item 11a(1)	Date Edited:	6/17/2013
A-06-005-14e	Risk Analysis and Management (RAM) System		
Description:	e. Backups Electronic record retained in case the master file or database is damaged or inadvertently erased.		
Disposition:	TEMPORARY. Delete when the identical records have been deleted, or when replaced by a subsequent backup file.		
DispAuthNo:	GRS 20, item 8b	Date Edited:	6/17/2013

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Space and Facilities Management Services

A-06-006-01 Policy and Procedures File

Description: Consists of memoranda, studies and reports on significant plans, decisions and problems concerning the buildings management program.

Disposition: Permanent. Retire to RSC after 5 years.

DispAuthNo: RRP, item 7a **Date Edited:** 4/1/1999

A-06-006-02 President Guest House Files

Description: Consists of plans, blueprints and related records.

Disposition: Permanent. Retire to RSC after 5 years.

DispAuthNo: RRP, item 7b **Date Edited:** 4/1/1999

A-06-006-03 Administrative Correspondence Files

Description: Consists of correspondence and related records pertaining to the administration of the General Services function not otherwise provided for in this schedule.

Disposition: Destroy when 2 years old.

DispAuthNo: GRS 11, item 1 **Date Edited:** 4/1/1999

A-06-006-04 Space Management Files

Description: Consists of correspondence, reports, forms and floor plans relating to the allocation, utilization and release of space; and related reports to GSA for domestic field offices and all Washington, D.C. area space (Main State and all Annexes).

Disposition: Destroy when 2 years old.

DispAuthNo: GRS 11, item 1 **Date Edited:** 7/27/2005

A-06-006-05 Building Plan Files

Description: Includes floor plans, layouts, tracings, etc.

Disposition: Destroy 2 years after termination of space assignment or when lease is canceled, or when plans are superseded or obsolete.

DispAuthNo: NN-171-66, item 5 **Date Edited:** 7/27/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-006-10 Building Services - General Correspondence File**Description:**

Consists of correspondence, forms and reports on moving, parking, telephone and other building services.

Disposition: Destroy when 2 years old.

DispAuthNo: GRS 11, item 1

Date Edited: 7/27/2005

A-06-006-11 Building Services - GSA Job Order File**Description:**

Includes Request for Services (OF-263 replaces DS-1659), form letter Request to GSA for Cost Estimates, Job Order to GSA (GSA Form 1354) and related correspondence.

Disposition: Destroy 3 months after work performed or job is canceled.

DispAuthNo: NN-171-66, item 7

Date Edited: 7/27/2005

A-06-006-12 Building Services - Telephone Order File**Description:**

Includes Request for Telephone Service (OF-263), Order to FMSS for Telephone Service (SF-145) and related correspondence.

Disposition: Destroy when 6 months old.

DispAuthNo: NN-171-66, item 8

Date Edited: 7/27/2005

A-06-006-30 Warehousing - Completed Order File**Description:**

Consists of copy of purchase order or requisition, Bills of Lading, Delivery Receipts and DS-41, Delivery Slip.

Disposition: Destroy when 1 year old.

DispAuthNo: NN-171-66, item 18

Date Edited: 4/1/1999

A-06-006-31 Warehousing - Receiving and Inspection Report**Description:**

JF-22 or the like

Disposition: Destroy when 6 months old.

DispAuthNo: NN-171-66, item 19

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Language Services

A-06-007-01 Case Files on Contract Interpreters and Translators

Description: Copies of language services contracts, test papers, letters of inquiry and reply, and papers regarding the experience, work record, suitability, and clearance of each person under contract to perform interpreting and translating service.

Disposition: Destroy 5 years after expiration of contract.

DispAuthNo: NN-166-68, item 1 **Date Edited:** 4/1/1999

A-06-007-02 Requests for Translation Service

Description: Form DS-434 or similar forms used for this purpose.

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-2044, item 1 **Date Edited:** 4/1/1999

A-06-007-03 Transcripts

Description: One copy of all transcripts taken at official meetings held in the Department at which government officials from other agencies and/or educational and commercial institutions participate. These transcripts will include all security classifications, and cover varied subject matters, e.g., United Nations Educational, Cultural and Scientific Organization Conferences, and foreign policy discussions.

Disposition: Permanent. Retire Master set to RSC after 2 years; destroy all other copies when no longer needed for distribution.

DispAuthNo: 352-S-173, item 1 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Diplomatic Mail and Pouch

A-06-008-01a(1) **Diplomatic Mail and Pouch Operations Files**

Description: Telegrams, and other documentation on airline routes and schedules, mail and pouch operation covering air and surface transportation, Customs Service, costs, guidelines, interagency agreements, interagency liaison, mail, military postal services, policies, pouches, pouch services, printing, projects, routes, supplies, transportation, transportation requests, U.S. Postal Service (USPS), and other related subjects.

a. Subject Files.

(1) Interagency Agreements.

Disposition: Cut off at end of each calendar year. Destroy 2 years after agreement has been terminated.

DispAuthNo: N1-059-95-4, item 69a(1) **Date Edited:** 4/1/1999

A-06-008-01a(2) **Diplomatic Mail and Pouch Operations Files**

Description: Telegrams, and other documentation on airline routes and schedules, mail and pouch operation covering air and surface transportation, Customs Service, costs, guidelines, interagency agreements, interagency liaison, mail, military postal services, policies, pouches, pouch services, printing, projects, routes, supplies, transportation, transportation requests, U.S. Postal Service (USPS), and other related subjects.

a. Subject Files.

(2) All other material.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 69a(2) **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-008-01b	Diplomatic Mail and Pouch Operations Files
Description:	Telegrams, and other documentation on airline routes and schedules, mail and pouch operation covering air and surface transportation, Customs Service, costs, guidelines, interagency agreements, interagency liaison, mail, military postal services, policies, pouches, pouch services, printing, projects, routes, supplies, transportation, transportation requests, U.S. Postal Service (USPS), and other related subjects. b. Post Files.
Disposition:	Destroy when 3 years old or when no longer needed whichever is longer. (ref. II-NN-3607, item 4)
DispAuthNo:	N1-059-95-4, item 69b
Date Edited:	4/1/1999
A-06-008-02	Diplomatic Mail and Pouch Files - Classified and Unclassified
Description:	Correspondence, telegrams, reports, printouts, and other documentation on mail and pouches covering computer room operations, contract services, flight schedules, gas receipts, missing pouches, policies, pouches, prohibited items, receipts, schedules, statistics, tracing actions, transfers, and other related subjects.
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-059-95-4, item 70
Date Edited:	4/1/1999
A-06-008-03	Courier Pouch Invoice - DS-23A
Description:	form a. Pink copy b. Yellow copy
Disposition:	Destroy when 2 years old. (ref. II-NN-1794, item 1)
DispAuthNo:	N1-059-95-4, item 71a and b
Date Edited:	6/29/2007
A-06-008-04a	Diplomatic Pouch Mail Registration - OF-120
Description:	a. Electronic-Receipt System data.
Disposition:	Destroy when 2 years old. (ref. II-NN-1794, item 1)
DispAuthNo:	N1-059-95-4, item 72a
Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-008-04b	Diplomatic Pouch Mail Registration - OF-120
Description:	b. Paper.
Disposition:	Destroy when 2 years old. (ref. II-NN-1794, item 1)
DispAuthNo:	N1-059-95-4, item 72b
Date Edited:	4/1/1999
A-06-008-05a	Pouch Invoice - OF-244
Description:	a. Electronic-Receipt System data.
Disposition:	Destroy when 3 years old. (ref. II-NN-1794, item 1)
DispAuthNo:	N1-059-95-4, item 73a
Date Edited:	4/1/1999
A-06-008-05b	Pouch Invoice - OF-244
Description:	b. Paper.
Disposition:	Destroy when 3 years old. (ref. II-NN-1794, item 1)
DispAuthNo:	N1-059-95-4, item 73b(1)
Date Edited:	4/1/1999
A-06-008-06a	Diplomatic Pouch Certification and Receipt - OF-253
Description:	a. Electronic-Receipt System data.
Disposition:	Destroy when 3 years old. (ref. II-NN-1794, item 1)
DispAuthNo:	N1-059-95-4, item 74a
Date Edited:	4/1/1999
A-06-008-06b	Diplomatic Pouch Certification and Receipt - OF-253
Description:	b. Paper.
Disposition:	Destroy when 3 years old. (ref. II-NN-1794, item 1)
DispAuthNo:	N1-059-95-4, item 74b(1)
Date Edited:	4/1/1999
A-06-008-07	Receipt for Registered Mail - DS-454
Description:	
Disposition:	Destroy when 2 years old. (ref. II-NN-1794, item 1)
DispAuthNo:	N1-059-95-4, item 75a
Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-008-08	Registered Mail Invoice
Description:	Registered mail receipts (Forms DS-454 and DS-697) and registered mail invoices (Form DS-712) covering classified material received from outside sources.
Disposition:	Destroy when 2 years old. (ref. 352S326, item 6)
DispAuthNo:	II-NNA-2409, item 5
Date Edited:	4/1/1999
A-06-008-09	Receipt Manifest - DS-794
Description:	
Disposition:	Destroy when 1 year old.
DispAuthNo:	GRS 12, item 6a
Date Edited:	4/1/1999
A-06-008-10	Air Cargo Transportation Request - DS-1035
Description:	
Disposition:	Destroy 6 years after period of account.
DispAuthNo:	GRS 9, item 1a
Date Edited:	4/1/1999
A-06-008-11	Manifold Registry Dispatch Book - PS-3854
Description:	
Disposition:	Destroy when 3 years old. (ref. II-NN-1794, item 1)
DispAuthNo:	N1-059-95-4, item 77
Date Edited:	4/1/1999
A-06-008-12	Firm Mailing Book - PS-3877
Description:	
Disposition:	Destroy when 3 years old. (ref. II-NN-1794, item 1)
DispAuthNo:	N1-059-95-4, item 78
Date Edited:	4/1/1999
A-06-008-13	U.S. Customs Service Letter and Receipt
Description:	
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-059-95-4, item 79
Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Overseas Schools Program

A-06-009-01 **Reserved for future use**

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 4/1/1999

A-06-009-02 **Overseas Schools Advisory Council Records**

Description: Consists of correspondence, reports and related records pertaining to the organization, operation and personnel of the council and records of its meetings.

Disposition: Permanent. Retire to RSC after 5 years.

DispAuthNo: NN-171-130, item 1 **Date Edited:** 4/1/1999

A-06-009-03a **Overseas Schools Country Files**

Description: a. General files consisting of correspondence, post reports, publications about schools and general background reference material relating to each geographic area.

Disposition: TEMPORARY: Destroy correspondence when 3 years old; destroy reference material when it is of no further reference value. (NN-171-130, item 2a)

DispAuthNo: N1-059-01-16, item 1a **Date Edited:** 10/5/2001

A-06-009-03b **Overseas Schools Country Files**

Description: b. Grant Files, consisting of a copy of the Grant Agreement, Financial Reports (JF-43), copies of vouchers for payment and related correspondence.

Disposition: TEMPORARY: Destroy 3 years after termination of the grant.

DispAuthNo: NN-171-130, item 2b **Date Edited:** 5/9/2001

A-06-009-03c **Overseas Schools Country Files**

Description: b. Electronic Mail and Word Processing System Records. Records created on electronic mail and word processing systems, and used to generate recordkeeping copies of documents covered by other items on this schedule. Also includes electronic records maintained for updating, revision, or dissemination.

Disposition: TEMPORARY: Destroy 180 days after recordkeeping copy is generated.

DispAuthNo: N1-059-01-16, item 1b **Date Edited:** 10/5/2001

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-009-04 Overseas Schools Questionnaire (FS-573, 573a and 574) Files

Description: Consists of questionnaires and related correspondence, memorandums, statistical data, program statements, etc.

Disposition: TEMPORARY: Destroy when 3 years old.

DispAuthNo: NN-171-130, item 3

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Office of Commissary and Recreation Affairs

A-06-010-01 Audits, Financial Statements, and Management Letters

Description: Consolidated financial reports compiled by an auditor based on US GAAP (Generally Accepted Accounting Principles), and the financial information provided by employee associations at various posts abroad. Documents in this series include Audit Reports, Auditor Independence Statements, Annual Association Prepared Financial Statements, Semi-Annual Financial Statements, Ratio Analyses, and Management Letters.

Disposition: Temporary. Destroy when 7 years old

DispAuthNo: DAA-0059-2011-0012-0001 **Date Edited:** 1/11/2013

A-06-010-02 Bylaws

Description: Original Bylaws drafted by each employee association abroad. Documents are reviewed by the Office of Commissary and Recreation Affairs, and approved by the Assistant Secretary of Administration. The Bylaws outline the association's parliamentary procedures, membership categories, rights and privileges.

Disposition: Temporary. Destroy when superseded or obsolete.

DispAuthNo: DAA-0059-2011-0012-0002 **Date Edited:** 1/11/2013

A-06-010-03 Charters

Description: Original Charters drafted by each employee association abroad. Documents are reviewed by the Office of Commissary and Recreation Affairs, and approved by the Assistant Secretary of Administration. The Charter provides the association with the authority to operate, and outlines the services that it is authorized to provide.

Disposition: Temporary. Destroy when no longer needed for Agency business

DispAuthNo: DAA-0059-2011-0012-0003 **Date Edited:** 1/11/2013

A-06-010-04 Compliance Certifications

Description: Certification from the Chief of Mission indicating that their respective employee association is properly managed and in full compliance with its charter and bylaws according to 6 FAM 500 regulations.

Disposition: Temporary. Destroy when 5 years old.

DispAuthNo: DAA-0059-2011-0012-0004 **Date Edited:** 1/16/2013

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-010-05 Federal Acquisition Regulation (FAR) Waivers

Description: The Office of Commissary and Recreation Affairs, along with the Procurement Executive, are authorized to issue employee associations class exceptions, on a case-by-case basis, to FAR 3.601.

Disposition: Temporary. Destroy when superseded or obsolete.

DispAuthNo: DAA-0059-2011-0012-0005 **Date Edited:** 1/11/2013

A-06-010-06 Insurance Waivers

Description: According to 6 FAM 530, employee associations are required to obtain general liability, property, and bonding insurance. When an association Board of Directors believes insurance to be prohibitively expensive or unnecessary, it may request a waiver from the Office of Commissary and Recreation Affairs.

Disposition: Temporary. Destroy when superseded or obsolete.

DispAuthNo: DAA-0059-2011-0012-0006 **Date Edited:** 1/11/2013

A-06-010-07 Legal Opinions

Description: Copies of various legal opinions connected with employee association operations.

Disposition: Temporary. Destroy when no longer needed for Agency business.

DispAuthNo: DAA-0059-2011-0012-0007 **Date Edited:** 1/11/2013

A-06-010-08 License Agreements

Description: Documents logistical support provided by post, the rights and responsibilities of each party, and stipulates a fee for use of the property, if appropriate.

Disposition: Temporary. Destroy when superseded.

DispAuthNo: DAA-0059-2011-0012-0008 **Date Edited:** 1/11/2013

A-06-010-09 Employee Association Liquidations

Description: Files contain documents supporting the suspension/liquidation of employee associations. Includes such things as bank statements, receipts, credit card statements, reconciliation reports, copies of checks, etc.

Disposition: Temporary. Maintain in local files until the case is closed, then retire to Records Service Center. Retain for 10 years, then destroy.

DispAuthNo: DAA-0059-2011-0012-0009 **Date Edited:** 1/11/2013

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-010-10 Central Fund Files

Description: Files document loans to employee associations. Includes such things as balance sheets, bank statements, copies of checks, reconciliations, etc.

Disposition: Temporary. Cut off files at end of fiscal year. Conduct internal audit and retire inactive files to the Records Service Center. Destroy 6 years and 3 months after period covered by account. (N1-GRS-91-3).

DispAuthNo: GRS 6, Item 1

Date Edited: 1/11/2013

A-06-010-11 Time and Attendance

Description: All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, Tatel/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury and military duty. Records may be in either electronic or paper form.

Disposition: The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice. Block files annually. Retire yearly accumulations of one box or more to RSC when no longer needed for transfer to WNRC. Destroy after GAO audit or when 6 years old, whichever is sooner. (N1-GRS-92-4, item 7)

DispAuthNo: GRS 2, item 7

Date Edited: 1/11/2013

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Supply and Transportation

A-06-011-01 General Subject Files - General

Description: Master file of reports, surveys, agreements, GSA and other Federal regulations and procedures, and other such data showing inception and scope of the supply management program.

Disposition: Retire to RSC after 5 years.

DispAuthNo: II-NN-3250, item 6 **Date Edited:** 4/1/1999

A-06-011-02 Supply Management Project File - General

Description: Consists of copies of reports, studies and analyses on supply management projects with supporting papers documenting project inception, scope, procedure and accomplishment.

Disposition: Permanent. Retire to RSC after 5 years.

DispAuthNo: II-NN-3250, item 65 **Date Edited:** 4/1/1999

A-06-011-03 Bills of Lading File - General

Description: U.S. Government Bills of Lading, Certificates in lieu of Lost U.S. Government Bills of Lading, airway and railroad freight bills, with related correspondence including claims pertaining to the packing and trucking of domestic and overseas supplies and equipment and the overseas shipping of official goods by common carrier.

Disposition: Destroy records relating to claims 2 years after settlement of claim; destroy all other records when 3 years old. (ref. 352-S173, item 26)

DispAuthNo: II-NN-3250, item 13 **Date Edited:** 4/1/1999

A-06-011-04 Bills of Lading Register - General

Description: Control register showing GBL number, date of issue, requisition number, and division, shipping points, method of shipment, and name of procurement agent.

Disposition: Destroy 6 years after the period of the account.

DispAuthNo: GRS 9, item 1a **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-011-05	Records on Loss or Damage of Property Shipped Overseas - General
Description:	Copies of post reports such as Report of Damaged or Missing Articles in Shipment of Supplies and Equipment (FS-434), and related correspondence pertaining to Departmental action taken to settle claims for reimbursement or replacement by vendor, packer or shipper.
Disposition:	Retire inactive files 1 year after settlement; destroy 3 years after settlement of claim.
DispAuthNo:	II-NN-3250, item 68
	Date Edited: 4/1/1999
A-06-011-10	Executed Contracts - Procurement
Description:	Transaction case files on contracts, including such forms as initiating requisitions, invitations to bid, specifications, bids, bid abstracts, contract provisions, certificates of award, advice of miscellaneous obligations and related correspondence. Original contracts- Transactions of MORE than \$25,000 and all construction contracts exceeding \$2,000.
Disposition:	Place in inactive file on final payment. Transfer to WNRC after 2 years. Destroy 6 years and 3 months after final payment.
DispAuthNo:	GRS 3, item 3a(1)(a)
	Date Edited: 10/26/2010
A-06-011-11	Unsuccessful and No Award Files - Procurement
Description:	Folders on contracts canceled before being awarded or a bid accepted, along with related correspondence.
Disposition:	Destroy 3 fiscal years after cancellation.
DispAuthNo:	II-NN-3250, item 32
	Date Edited: 4/1/1999
A-06-011-12	Departmental Purchase Orders - Procurement
Description:	Documents such as requisitions (OF-263 replaces DS-1659), purchase orders (DS-1089), specifications, bid abstracts, vouchers for petty purchases, receipts, copies of requisitions initiated by the Department to GSA, and requests to the Federal Prison Industries for clearance to purchase from other sources.
Disposition:	Destroy 3 years after fiscal year in which prepared.
DispAuthNo:	II-NN-3250, item 26
	Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-011-13 Foreign Service Purchase Order File - Procurement

Description: Documents such as requisitions (OF-263 replaces DS-1659), purchase orders (OF-206 replaces FS-455), specifications, bid abstracts, advice of miscellaneous obligations, registers of inter office transfers, packing lists, shipping instructions, receipts, invoices, and copies of requisitions and purchase orders to GSA.

Disposition: Destroy 3 years after fiscal year in which prepared.

DispAuthNo: II-NN-3250, item 27 **Date Edited:** 4/1/1999

A-06-011-14 Narcotic Certificates - Procurement

Description: Requests to Internal Revenue Service for Certification of Exempt Officials-Narcotics; and U.S. official order form - opium, coca leaves, opiates, etc., for the official purchase of drugs for use in the medical and health programs of the Department and the Foreign Service.

Disposition: Destroy 3 years after date of issue.

DispAuthNo: II-NN-3250, item 28 **Date Edited:** 4/1/1999

A-06-011-15 Vendors File - Procurement

Description: Includes copy of purchase orders.

Disposition: Destroy after 3 fiscal years.

DispAuthNo: II-NN-3250, item 30 **Date Edited:** 4/1/1999

A-06-011-16 Requisition Control Card - Procurement

Description: Control records for (a) Foreign Service requisitions of equipment, supplies, furniture and furnishings; and (b) Departmental requisitions for supplies, equipment and services.

Disposition: Destroy 2 years after completion or cancellation of requisition.

DispAuthNo: GRS 3, item 9b **Date Edited:** 4/1/1999

A-06-011-17 Off-Schedule Log - Procurement

Description: Record of routine and emergency off schedule requisitions for supplies and equipment submitted by posts after the regular submission date.

Disposition: Destroy when no longer needed for operating purposes.

DispAuthNo: II-NN-3250, item 25 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-011-18 Procurement Correspondence File - Procurement

Description: Correspondence and reports relating to internal operation and administration of the procurement program.

Disposition: Destroy when 2 years old.

DispAuthNo: II-NN-3250, item 33 **Date Edited:** 4/1/1999

A-06-011-20 Automotive Fleet Control - Administrative Subject Files

Description: Letters, memoranda, airgrams, reports, copies of forms, printed materials, circulars, worksheets and other papers on audits, delegations of authority, records disposal, requisitions, office procedures and other administrative matters.

Disposition: Destroy when 4 years old, or when superseded, obsolete or no longer needed for current operations.

DispAuthNo: NN-164-51, item 1 **Date Edited:** 4/1/1999

A-06-011-21 Automotive Fleet Control - Country File

Description: General correspondence with posts regarding instructions on vehicles and their values, automotive operations and maintenance costs, the assignment of vehicles to use, the transmittal of inventories, the replacement cycle, and other subjects pertaining to the automobiles at each post.

Disposition: Destroy when no longer needed in current operations.

DispAuthNo: NN-164-51, item 2 **Date Edited:** 4/1/1999

A-06-011-22 Automotive Fleet Control - Historical or Precedent File

Description: Circulars, instructions, newspaper clippings, laws and regulations, reports, sample forms, post communications and memoranda, and other papers that document the inception, policies, scope, principal development, plans, and projects of the automotive program for the Foreign Service.

Disposition: Retain Permanently

DispAuthNo: NN-164-51, item 3 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-011-23	Automotive Fleet Control - Vehicle Case File
Description:	Consists of airgrams, memoranda, purchase orders, advice of obligations, statement regarding Federal excise tax exemption, communications with the U.S. Dispatch Agency regarding shipping and shipping costs, certificates of award, sales authorization, property transfer record, and other papers pertaining to the purchase, sale or disposition of individual vehicles.
Disposition:	Transfer to RSC three (3) years after sale or disposition of vehicle. Destroy 7 years after sale or disposal of vehicle. (ref. 352-S173, item 18)
DispAuthNo:	NN-164-51, item 5
Date Edited:	4/1/1999
A-06-011-24	Automotive Fleet Control - Vehicle Inventory Report
Description:	Copies of world-wide automotive vehicle inventory reports. Other copies of this inventory are included in the budget records.
Disposition:	Destroy when 2 years old. (ref. 352-S173, item 16)
DispAuthNo:	NN-164-51, item 7
Date Edited:	4/1/1999
A-06-011-25	Automotive Fleet Control - General Services Administration Invitations to Bid
Description:	Copies of GSA Federal Supply Service invitations to bid on vehicles and related correspondence.
Disposition:	Destroy when 2 years old.
DispAuthNo:	NN-164-51, item 8
Date Edited:	4/1/1999
A-06-011-26	Automotive Fleet Control - Automotive Program Budget Records
Description:	Copies of budget calls, estimates, exhibits, working papers and circulars. a. All records except working papers.
Disposition:	Destroy all other records 3 years after close of fiscal year covered by the budget. (ref. 352-S172, item 7)
DispAuthNo:	NN-164-51, item 9a
Date Edited:	6/29/2007
A-06-011-26a	Automotive Fleet Control - Automotive Program Budget Records
Description:	Copies of budget calls, estimates, exhibits, working papers and circulars. b. Working papers
Disposition:	Destroy when one (1) year old. (ref. 352-S172, item 7)
DispAuthNo:	NN-164-51, item 9b
Date Edited:	6/29/2007

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-011-27	Automotive Fleet Control - Administrative Support Records
Description:	Includes copies of communications from posts regarding administrative support agreement estimates, copies of vehicle inventories, and schedules pertaining to vehicles furnished to or shared with other Government agencies abroad.
Disposition:	Destroy 3 years after close of fiscal year covered by the related budget.
DispAuthNo:	NN-164-51, item 10 Date Edited: 4/1/1999
A-06-011-28	Automotive Fleet Control - Inspection Reports
Description:	Excerpts from Foreign Service Inspection Reports, statements to facilitate inspection, and compliance reports.
Disposition:	Destroy when superseded by a later report. (ref. II-NN-3250, item 11)
DispAuthNo:	NN-164-51, item 12 Date Edited: 4/1/1999
A-06-011-29	Automotive Fleet Control - Standardization Plan Operating Records
Description:	Copies of reports on findings and determinations, instructions to Foreign Service posts, and related communications and reports pertaining to the operation of the plan for standardizing certain types of vehicles for post use.
Disposition:	Destroy upon revision of standardization plan or when no longer needed in current operations.
DispAuthNo:	NN-164-51, item 15 Date Edited: 4/1/1999
A-06-011-30	Automotive Fleet Control - Obligation Control Records
Description:	Vehicle purchase orders and related advice of obligation.
Disposition:	Destroy when 3 years old. (ref. 352-S173, item 27)
DispAuthNo:	NN-164-51, item 16 Date Edited: 4/1/1999
A-06-011-31	Automotive Fleet Control - Proceeds of Sale Records (Trucks)
Description:	Memoranda from Fiscal Services Division attaching copies of sales agreements, notice of funds deposited in the Deposit Fund Account, with related memoranda, and requesting advice on the proper disposition of the funds received.
Disposition:	Destroy 4 years after vehicle leaves agency custody.
DispAuthNo:	GRS 10, item 6 Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-011-32	Automotive Fleet Control - Proceeds of Sale Records (Passenger Vehicles)
Description:	Memoranda, reports, forms and other papers such as change notices, presenting identifying data on vehicles sold abroad and the proceeds of sale.
Disposition:	Destroy 4 years after vehicle leaves agency custody.
DispAuthNo:	GRS 10, item 6 Date Edited: 4/1/1999
A-06-011-33	Automotive Fleet Control - Records of Special Use of Overseas Vehicles
Description:	
Disposition:	Destroy 2 years after cancellation or voiding of authorization, or closing of post.
DispAuthNo:	II-NN-3250, item 67 Date Edited: 4/1/1999
A-06-011-40	Expendable Stock Control - Expendable Stock Control Record Card
Description:	OF-131, formerly JF-26
Disposition:	Destroy 1 year after discontinuance of item or 1 year after stock balance is transferred to new card.
DispAuthNo:	N1-059-96-16, item 2 Date Edited: 4/1/1999
A-06-011-41	Expendable Stock Control - Requisition File
Description:	Requisitions for supplies, equipment or services. a. Expendable Stock.
Disposition:	Destroy 1 year after issue of item.
DispAuthNo:	N1-059-96-16, item 3a Date Edited: 6/29/2007
A-06-011-42	Expendable Stock Control - Stock Replenishment File
Description:	Consists of requisitioning documents and purchase orders for certain contract items.
Disposition:	Destroy 1 fiscal year after receipt of items.
DispAuthNo:	II-NN-3250, item 36 Date Edited: 4/1/1999
A-06-011-43	Expendable Stock Control - Supply Contracts
Description:	Work copies of supply contracts and GSA Contract Schedules.
Disposition:	Destroy upon termination of contract.
DispAuthNo:	II-NN-3250, item 37 Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-011-44	Expendable Stock Control - Printing Samples and Requisitions on the Public Printer
Description:	Includes samples of all forms stocked and issued, with copies of requisitions to the Public Printer, printing specifications, printing negatives, procurement orders, invoices, transfer of funds vouchers, and circulars or other information pertinent to their required use.
Disposition:	Destroy 3 years after completion or cancellation of requisition.
DispAuthNo:	GRS 3, item 6a Date Edited: 4/1/1999
A-06-011-45	Expendable Stock Control - Supply Stock Files
Description:	Reports and correspondence relating to overseas reproduction of forms; Department of State Procurement Regulations and Procedures, Department of State Supply Catalog changes and general supply stock control matters.
Disposition:	Destroy when 2 years old.
DispAuthNo:	II-NN-3250, item 46 Date Edited: 4/1/1999
A-06-011-46	Expendable Stock Control - Register of Watchclock Repairs
Description:	Register of watchclocks returned from posts for repair, maintained to show date of receipt, post, make of clock, serial number and make of the replacement clock and date forwarded to post.
Disposition:	Destroy after 3 fiscal years.
DispAuthNo:	II-NN-3250, item 47 Date Edited: 4/1/1999
A-06-011-47	Expendable Stock Control - Watchclock Repair Correspondence
Description:	Correspondence to and from the clock company to which damaged watchclocks are sent for repair, including copies of purchase orders issued to cover cost of repair.
Disposition:	Destroy after 3 fiscal years.
DispAuthNo:	II-NN-3250, item 48 Date Edited: 4/1/1999
A-06-011-48	Non-Expendable Property Control - Purchase Orders for Property Control
Description:	Consists of work copies of purchase orders, receiving and inspection reports for partial deliveries, and tally-in sheets for warehouse receipts of new or replacement stock and non-stock items.
Disposition:	Destroy after 3 fiscal years.
DispAuthNo:	II-NN-3250, item 49 Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-011-49	Non-Expendable Property Control - Departmental Inventory Control Records
Description:	Perpetual inventory quality control records of both mechanical devices and office furniture.
Disposition:	Destroy 2 years after discontinuance of item, or 2 years after stock balance is transferred to a new card.
DispAuthNo:	II-NN-3250, item 50
Date Edited:	4/1/1999
A-06-011-50	Non-Expendable Property Control - Departmental Non-Expendable Property Record
Description:	Consists of an inventory record card for each safe and office machine, such as DS-1299 and related record of loss or damage where appropriate.
Disposition:	Destroy 2 years after discontinuance of item.
DispAuthNo:	GRS 3, item 9b
Date Edited:	4/1/1999
A-06-011-51	Non-Expendable Property Control - Non-Expendable Property Inventory Files
Description:	Inventory Reconciliation File. a. Documents used in making annual physical inventories. Included are the following reports: Automatic Adjustment Report, Comprehensive Report, Visual Report, Inventory Coverage Report, and Certificate of Inventory Reconciliation Report (OF-127, OF-132).
Disposition:	Destroy 3 complete fiscal years after completion of inventory.
DispAuthNo:	N1-059-96-16, item 1a
Date Edited:	6/29/2007
A-06-011-52	Non-Expendable Property Control - Requisitions for Stock Equipment
Description:	Requests for new or additional office machines or equipment, such as Requisitions for Supplies, Equipment or Services, signed by receiving office after delivery has been made.
Disposition:	Destroy 2 years after completion of order.
DispAuthNo:	II-NN-3250, item 55
Date Edited:	4/1/1999
A-06-011-53	Non-Expendable Property Control - Report of Excess Equipment Returned to Stock
Description:	Requisitions requesting pick-up and return to stock of excess equipment and related control records.
Disposition:	Destroy when 2 years old.
DispAuthNo:	II-NN-3250, item 56
Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-011-54	Non-Expendable Property Control - Repairs File
Description:	Daily telephone lists and requisitions for repair services and service receipts.
Disposition:	Destroy 2 months after completion of repair.
DispAuthNo:	II-NN-3250, item 59
Date Edited:	4/1/1999
A-06-011-55	Non-Expendable Property Control - Replacement Program File
Description:	Work papers and plans concerning the non-expendable property replacement program.
Disposition:	Destroy when 3 years old.
DispAuthNo:	II-NN-3250, item 60
Date Edited:	4/1/1999
A-06-011-56	Non-Expendable Property Control - Reports of Excess Personal Property
Description:	Reports to GSA on utilization and disposal of excess and surplus personal property.
Disposition:	Destroy when 3 years old.
DispAuthNo:	II-NN-3250, item 61
Date Edited:	4/1/1999
A-06-011-57	Non-Expendable Property Control - Surplus Property Case File
Description:	Case files on sales of surplus property consisting of invitations, bids, acceptances, lists of materials, evidence of sales and related correspondence.
Disposition:	Destroy 3 years after final settlement. (ref. 352-S173, item 33)
DispAuthNo:	II-NN-3250, item 62
Date Edited:	4/1/1999
A-06-011-58	Non-Expendable Property Control - Property Survey Records
Description:	Consists of copies of DS-310, Property Survey Report (Domestic) and related documents. Report provides accountability for all office equipment and furniture. a. Supply Branch Copy.
Disposition:	Destroy 3 complete fiscal years after disposal of equipment. (ref. II-NN-3250, item 58a)
DispAuthNo:	N1-059-96-16, item 4a
Date Edited:	6/29/2007

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-011-59 Non-Expendable Property Control - Receiving File

Description: Receiving reports, copies of purchase orders, transfer documents, requisitions, shipping notices, bills of lading and other documents accumulated in the receipt of property after shipping.

Disposition: Destroy 3 complete fiscal years after the final delivery has been made.

DispAuthNo: N1-059-96-16, item 5 **Date Edited:** 4/1/1999

A-06-011-65 Warehouse Operations - Packing and Shipping

Description: Records pertaining to the Department warehouse operated for the receipt, storage and issue of all furniture and supplies for domestic offices; the storage issue, export packing/shipping of special items and forms utilized by the Foreign Service posts; and the packing/shipping of intransit shipments overseas.

Post Shipping File - Case files consisting of working copies of purchase orders, requisitions for supplies, equipment or medicines, packing orders, packing lists, notifications of shipment, duplicate invoices, manifests, dock receipts and related correspondence.

Disposition: Destroy after 3 fiscal years.

DispAuthNo: II-NN-3250, item G 69 **Date Edited:** 7/13/2007

A-06-011-66 Warehouse Operations - Packing and Shipping

Description: Records pertaining to the Department warehouse operated for the receipt, storage and issue of all furniture and supplies for domestic offices; the storage issue, export packing/shipping of special items and forms utilized by the Foreign Service posts; and the packing/shipping of intransit shipments overseas.

Commercial Packing File - Control file used to coordinate and expedite shipments of articles packed by commercial packers.

Disposition: Destroy when 1 year old.

DispAuthNo: II-NN-3250, item G 72 **Date Edited:** 7/13/2007

A-06-011-67 Warehouse Operations - Packing and Shipping

Description: Records pertaining to the Department warehouse operated for the receipt, storage and issue of all furniture and supplies for domestic offices; the storage issue, export packing/shipping of special items and forms utilized by the Foreign Service posts; and the packing/shipping of intransit shipments overseas.

Shipment Reports - Daily log of shipments indicating production, monetary value, date of shipment, type of shipment, and time of pick up.

Disposition: Destroy when 1 year old.

DispAuthNo: II-NN-3250, item G 73 **Date Edited:** 7/13/2007

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-011-70 Warehouse Operations - General Warehouse Records

Description: Records pertaining to the Department warehouse operated for the receipt, storage and issue of all furniture and supplies for domestic offices; the storage issue, export packing/shipping of special items and forms utilized by the Foreign Service posts; and the packing/shipping of intransit shipments overseas.

Mechanical Equipment Records - Operating records and charts for scheduling mechanized warehouse equipment for servicing, inspection, overhaul or repair, including performance, usage and cost records.

Disposition: Destroy when 1 year old.

DispAuthNo: II-NN-3250, item G 74

Date Edited: 7/13/2007

A-06-011-71 Warehouse Operations - General Warehouse Records

Description: Records pertaining to the Department warehouse operated for the receipt, storage and issue of all furniture and supplies for domestic offices; the storage issue, export packing/shipping of special items and forms utilized by the Foreign Service posts; and the packing/shipping of intransit shipments overseas.

Truck Delivery Schedules

Disposition: Destroy when 1 month old.

DispAuthNo: II-NN-3250, item G 75

Date Edited: 7/13/2007

A-06-011-72 Warehouse Operations - Packing and Shipping

Description: Records pertaining to the Department warehouse operated for the receipt, storage and issue of all furniture and supplies for domestic offices; the storage issue, export packing/shipping of special items and forms utilized by the Foreign Service posts; and the packing/shipping of intransit shipments overseas.

Warehouse Inventory Records - Non-expendable inventory records of furniture and equipment returned to stock and including survey data as to items suitable for re-issue, requiring repairs or refinishing, or recommended for excess declaration.

Disposition: Destroy when 1 year old.

DispAuthNo: II-NN-3250, item G 76

Date Edited: 7/13/2007

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-011-73 Warehouse Operations - Packing and Shipping

Description: Records pertaining to the Department warehouse operated for the receipt, storage and issue of all furniture and supplies for domestic offices; the storage issue, export packing/shipping of special items and forms utilized by the Foreign Service posts; and the packing/shipping of intransit shipments overseas.

Production Reports - Copies of monthly production reports showing such information as number of line items issued from stock, etc.

Disposition: Destroy when 1 year old.

DispAuthNo: II-NN-3250, item G 77

Date Edited: 7/13/2007

A-06-011-74 Warehouse Operations - Packing and Shipping

Description: Records pertaining to the Department warehouse operated for the receipt, storage and issue of all furniture and supplies for domestic offices; the storage issue, export packing/shipping of special items and forms utilized by the Foreign Service posts; and the packing/shipping of intransit shipments overseas.

Warehouse Management Records - Records such as warehouse layout plans for location of components, bin and bulk storage layouts; manpower utilization statistics and reports; and general administrative files.

Disposition: Destroy when 3 years old.

DispAuthNo: II-NN-3250, item G 78

Date Edited: 7/13/2007

A-06-011-80 Transportation - Travel Orders and Authorizations

Description: Includes requests, authorizations, orders, obligating documents, and other records related to official travel.

Disposition: Destroy when 6 years old.

DispAuthNo: GRS 9, item 3a

Date Edited: 4/1/1999

A-06-011-81 Transportation - Authorization Number Books

Description:

Disposition: Destroy when 6 years old.

DispAuthNo: GRS 9, item 3a

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-011-82	Transportation - Personal and Household Effects Records
Description:	Consists of forms, correspondence, and other records pertaining to the transportation of personal and household effects.
Disposition:	Destroy 2 years from date of transportation authorization.
DispAuthNo:	352-S-173, item 45
	Date Edited: 4/1/1999
A-06-011-83	Transportation - Through Bill of Lading Files
Description:	Residence to residence bills of lading, memorandums to posts requesting shipping costs, letters to carriers requesting rate quotations for different posts, inbound and outbound cost comparisons, and letters to carriers and other correspondence expressing eligibility or non-eligibility for Through Bill of Lading.
Disposition:	Destroy when 5 years old.
DispAuthNo:	NC1-059-77-23, item 1
	Date Edited: 8/17/2007
A-06-011-84	Transportation - Subject Files on Contracts
Description:	Correspondence, memorandums, and other papers on liquidation, permanent storage, export packing, and other aspects of the shipment and storage of personal and household effects.
Disposition:	Destroy when 5 years old.
DispAuthNo:	NC1-059-77-23, item 2
	Date Edited: 4/1/1999
A-06-011-85	Reserved for future use
Description:	
Disposition:	
DispAuthNo:	Reserved
	Date Edited: 4/1/1999
A-06-011-86a	Transportation - Transportation Subject Files
Description:	Correspondence, memorandums, and other papers that document the inception, development, scope, and policies of the transportation program for the Foreign Service. a. Historical or precedent files.
Disposition:	Permanent. Retire to RSC when 5 years old or when no longer needed for reference use, whichever occurs first. Offer to the National Archives when 30 years old.
DispAuthNo:	NC1-059-77-23, item 3a
	Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-011-86b	Transportation - Transportation Subject Files
Description:	Correspondence, memorandums, and other papers that document the inception, development, scope, and policies of the transportation program for the Foreign Service. b. All other subject files.
Disposition:	Destroy when 3 years old.
DispAuthNo:	NC1-059-77-23, item 3b Date Edited: 4/1/1999
A-06-011-86c	Transportation - Transportation Subject Files
Description:	Correspondence, memorandums, and other papers that document the inception, development, scope, and policies of the transportation program for the Foreign Service. c. Chron files.
Disposition:	Destroy when 2 years old.
DispAuthNo:	NC1-059-77-23, item 3c Date Edited: 4/1/1999
A-06-011-87	Transportation - Transportation Staff Studies
Description:	Consists of studies on ocean freight rates, per diem, charter aircraft.
Disposition:	Destroy when obsolete or 2 years old, whichever is sooner.
DispAuthNo:	NC1-059-77-23, item 4 Date Edited: 4/1/1999
A-06-011-88	Import and Export Records - U.S. Dispatch Agencies
Description:	Records maintained on imports and exports handled by the United States Dispatch Agency. They include customs actions, copies of vouchers and Government bills of lading with related documents and correspondence on shipments on which all payments have been satisfied. The record copies of the vouchers and bills of lading are submitted to the Office of Finance where they are retained for the necessary period to meet GAO site audit requirements.
Disposition:	Destroy when 5 years old.
DispAuthNo:	II-NNA-3009, item 1 Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-011-88a	Import and Export Records - U.S. Dispatch Agencies
---------------------	---

Description:	Manifest of incoming and outgoing shipments, showing consignee, destination, number of shipment, date received and forwarded, name of steamer, weight, contents, charges, and other pertinent information.
---------------------	--

Disposition:	Destroy 10 years after date of last entry on log.
---------------------	---

DispAuthNo:	II-NNA-3009, item 2	Date Edited:	4/1/1999
--------------------	---------------------	---------------------	----------

A-06-011-95	Financial Statements - Commissary and Recreation
--------------------	---

Description:	Consists of balance sheets, profit/loss statements copies of audit reports, as required, collected from non government operated post employee services and facilities abroad. These reports are collected semi annually and are used to monitor financial activities of employee associations in compliance with 6 FAM. Also includes related correspondence exchanged between Department and posts.
---------------------	--

Disposition:	Maintain in semi-annual blocks. Retire to RSC when 2 years old. Destroy when 4 years old.
---------------------	---

DispAuthNo:	N1-059-87-12, item 1	Date Edited:	4/1/1999
--------------------	----------------------	---------------------	----------

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Allowances

A-06-012-01 Allowance and Differential Policy File

Description: Consists of correspondence, reports and staff studies of the organization, administration, policies, and procedures of the Allowances and Differential Program. These records document policies and general procedures concerning the government-wide allowances system administered by the Allowance Division.

Disposition: Permanent. Retire to RSC after 10 years.

DispAuthNo: II-NN-3244, item 1 **Date Edited:** 4/1/1999

A-06-012-02a Reference and Administration Files

Description: Consists of correspondence, reports, working papers, reference publications, etc.
a. Correspondence with private organizations and individuals.

Disposition: Destroy when 5 years old. (ref. II-NN-3326, item 1)

DispAuthNo: NN-171-129, item 1a **Date Edited:** 4/1/1999

A-06-012-02b Reference and Administration Files

Description: Consists of correspondence, reports, working papers, reference publications, etc.
b. Subject Files.

Disposition: Destroy when 15 years old. (ref. II-NN-3326, item 1)

DispAuthNo: NN-171-129, item 1b **Date Edited:** 4/1/1999

A-06-012-03a Quarters and Cost of Living Post Files

Description: a. Correspondence concerning rent and price controls, transmitting and explaining Retail Price Schedules, requests for quarters allowance, cost of living statistics developed by foreign governments, and communications on economic conditions.

Disposition: Destroy when 10 years old. (ref. II-NN-3244, items 3a, c, d, and e)

DispAuthNo: NN-171-129, item 2a **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-012-03b Quarters and Cost of Living Post Files

Description: b. Allowance recommendations and supporting documents including DSP-23, Retail Price Schedule.

Disposition: Destroy when 10 years old. (ref. II-NN-3244, items 3a, c, d, and e)

DispAuthNo: NN-171-129, item 2b **Date Edited:** 4/1/1999

A-06-012-03c Quarters and Cost of Living Post Files

Description: c. Reports of Inspectors.

Disposition: Destroy when replaced by two subsequent reports. (ref. II-NN-3244, items 3a, c, d, and e)

DispAuthNo: NN-171-129, item 2c **Date Edited:** 4/1/1999

A-06-012-04 Washington, D.C. Retail Price Schedule

Description:

Disposition: Destroy when 5 years old except for February schedules. Destroy February schedules when 10 years old. (ref. II-NN-3244, item 4)

DispAuthNo: NN-171-129, item 3 a and b **Date Edited:** 6/29/2007

A-06-012-05 Survey of Territories

Description: Correspondence, retail price schedules, index and price ratios, worksheets, and cost of living questionnaires.

Disposition: Destroy when 5 years old.

DispAuthNo: II-NN-3244, item 5 **Date Edited:** 4/1/1999

A-06-012-06 Allowance Record

Description: This record is a visible card index containing information as to effective date, date order issued, order number, class, etc. As a summary of allowance activities of the division this record is of long-term administrative value.

Disposition: Retain.

DispAuthNo: II-NN-3244, Item 6 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-012-07	Quarters Costs Records
Description:	SF-1190, Foreign Allowance Application Grant and Report, and related worksheets.
Disposition:	Destroy upon receipt of new annual form. (ref. II-NN-3244, item 7)
DispAuthNo:	NN-171-129, item 4
	Date Edited: 4/1/1999
A-06-012-08a	Standardized Regulations File
Description:	Includes record copies of changes in allowance regulations affecting all Government civilian employees overseas, together with initial recommendations and the official signed authority for the changes, and official record copy of the printed changes. a. Record copy of each printed change.
Disposition:	Permanent. Transfer to National Archives in 5-year blocks when 10 years old. (ref. IINN-3244, item 8)
DispAuthNo:	NC1-059-80-2, item 1a
	Date Edited: 4/1/1999
A-06-012-08b	Standardized Regulations File
Description:	Includes record copies of changes in allowance regulations affecting all Government civilian employees overseas, together with initial recommendations and the official signed authority for the changes, and official record copy of the printed changes. b. Background material.
Disposition:	Destroy when 25 years old. (ref. IINN-3244, item 8)
DispAuthNo:	NC1-059-80-2, item 1b
	Date Edited: 4/1/1999
A-06-012-09	Education Allowance Recommendations
Description:	Consists of copies of allowance recommendations, initial and subsequent annual questionnaires, evaluation worksheets, reports and correspondence with foreign posts, information copies of outgoing instructions on classification and reclassification of education allowance rates, record copies of memorandums interpreting regulations on educational allowance.
Disposition:	Retire to RSC after 7 years. Destroy when 12 years old. (ref. II-NN-3244, item 11)
DispAuthNo:	NN-171-129, item 5
	Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-012-10	Application for Grant of Educational Allowance
Description:	
Disposition:	Destroy when 3 years old. (ref. II-NN-3244, item 12)
DispAuthNo:	NN-171-129, item 6 Date Edited: 4/1/1999
A-06-012-11	Differential Post File
Description:	Consists of Differential Questionnaire, correspondence concerning rates, copies of current and rescinded Post Reports.
Disposition:	Retire to RSC after 7 years. Destroy when 12 years old. (ref. II-NN-3244, item 14)
DispAuthNo:	NN-171-129, item 7 Date Edited: 4/1/1999
A-06-012-12	Unhealthful Post File
Description:	Consists of rate determinations memos, drafts of amendments to Unhealthful Post List; and copies of printed amendments. a. file dated prior to 1950
Disposition:	Retain (ref. II-NN-3244, item 15)
DispAuthNo:	NN-171-129, item 8a Date Edited: 6/29/2007
A-06-012-12a	Unhealthful Post File
Description:	Consists of rate determinations memos, drafts of amendments to Unhealthful Post List; and copies of printed amendments. b. All other files
Disposition:	Destroy when 12 years old.
DispAuthNo:	NN-171-129, item 8b Date Edited: 6/29/2007

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Office of Emergency Management, Planning and Preparedness Division (OEM/PPD)

A-06-013-01-13 **Reserved.**

Description: Reserved.

Disposition: Reserved.

DispAuthNo:

Date Edited: 8/24/2010

A-06-013-14 **Centralized Emergency Notification System (CENS)**

Description: An electronic information system used to collect emergency contact information for the Department of State employees and contractors in an event of an emergency, natural disaster, or other event affecting Department operations. End Users will be prompted every 90 days to update their personal data. Information collected may be used by the Executive Office, Front Office and Office to which an employee/contractor is assigned. The data collected consists of the following, but not limited to, Bureau, Office Symbol, Title, Company name (if Contractor), location (city/state/zip code, building, and room), Work Phone Number, Work Email Address, First and Last Name (Middle initial optional) and Home Phone Number. Collected data may be shared with the Office of Emergency Management (OEM), local, or nongovernmental agencies, law enforcement, Congress and courts within their sphere of jurisdiction and federal agencies for certain personnel and records management matters as well as other entities as needed for purposes of emergency or disaster response.

Disposition: Temporary. Delete when employee/contractor account is inactive for 180 days.

DispAuthNo: N1-059-10-13, item 1

Date Edited: 7/25/2011

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Office of Information Programs and Services (A/GIS/IPS) - Freedom of Information Act and Privacy Act

A-06-015-01 Information and Privacy Coordinator - Program Files - Arranged by TAGS and Terms

Description: Congressional correspondence, public correspondence, memorandums, reports, telegrams, and other documentation on requests for access to Department information under various current and previous acts, orders, and amendments covering appeals, classification review, commissions, Congress, Department Central Foreign Policy File, depositions, discovery requests, embassies, Ethics in Government Act, Executive Order 12356, Executive Order 12958, foreign governments, Foreign Relations of the United States, Freedom of Information Act, General Accounting Office, Information Security Oversight Office, Inspector General, international organizations, law suites, Legal Adviser Office, legislation, litigation, Mandatory Review, manuscript review, National Archives, Office of Management and Budget, other agencies, plans, policies, Privacy Act, procedures, programs, records centers, subpoenas, weekly activity reports, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of calendar year.

Disposition: Cut off at end of calendar year. Retire to RSC when 3 years old. Destroy when 6 years old.

DispAuthNo: N1-059-95-4, item 23

Date Edited: 4/1/1999

A-06-015-02 Special Collections

Description: Unique case files containing copies of records and original materials collected in response to FOIA and Privacy Act request, investigations by Congress and special prosecutors, and major court cases. Records have been retrieved from a variety of file sources. Collections may also result from investigation of alleged or known abuse, fraud, irregularities, violations of law or regulations. Documentation on search strategies may also be included.

Disposition: Permanent. Retire to RSC upon determination of Director IM/IPS. Retire to WNRC 5 years later. Transfer to the National Archives when material in collection is 30 years old.

DispAuthNo: N1-059-92-10, item 1

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-03	Freedom of Information Document Management System (FREEDOMS) Master Electronic Case Files
Description:	FREEDOMS is a case tracking, imaging system, and primary source of classification changes and release determinations. It is used to collect and identify vital information relevant to all information access requests received by the Office of Information Programs and Services. In FREEDOMS information is collected and standardized for retrieval, inquiry and reporting and identified by alphanumerical case number. FREEDOMS case files date back to 1976. The FREEDOMS master electronic case file consists of information regarding the nature of the request; the person or organization making the request; documents found during the search phase or received on request; decision made regarding the release or denial of information; classification and declassification determinations; communications within the State Department and with the requester regarding the request; communications between the State Department and other agencies; fees incurred and payments obtained from requesters. FREEDOMS cases include Freedom of Information Act (FOIA) requests, Mandatory Review for Declassification (Mandatory) and other EO 12958 requests, Privacy Act requests, Special Project requests, Ethics in Government (Ethics) requests, Constituent Congressional requests, and Internal requests.
Disposition:	See individual items related to FREEDOMS master files. Supersedes NC1-59-83-4, item 17 Information Request Management System (IR) Tracking Master
DispAuthNo:	N/A
	Date Edited: 11/18/2011
A-06-015-03a	Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File - Invalid FOIA and Invalid Mandatory Requests
Description:	These records consist of invalid Freedom of Information Act and invalid Mandatory Reviews for Declassification requests that are invalid because the requesters ask for nonexistent records, do not provide adequate descriptions; and fail to pay agency reproduction fees. These records may also consist of appeals and court cases of the invalid FOIA and invalid Mandatory requests. Includes FREEDOMS requests that are invalid, transfers, non-FOIAs, and those subsequently administratively cancelled and/or withdrawn where significant case processing has not occurred, i.e. no documents released or denied to requester. (For paper records use relevant GRS Schedule items: GRS 14: items 11a(2)(a), 12a, 31a(2)(a), and 32a).
Disposition:	Temporary. Delete five years after closure or last action taken on request unless the case is appealed or in litigation. If appealed destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later.
DispAuthNo:	GRS 20, item 3a
	Date Edited: 11/18/2011

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-03b(1)	Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File - Full Releases, Partial Releases, and Denied in Full FOIA, Mandatory, and Systematic Review Requests
Description:	These records consist of FOIA, Mandatory Reviews for Declassification, and Systematic Review requests where material is released in full, withheld, or partially withheld. These records may also consist of requests under appeal or in court cases, as well as classification challenges and internal or interagency declassification requests. Consists of electronic case file and electronic document images and metadata files that contain official classification/ declassification and release determinations. (For paper records use relevant GRS Schedule items: GRS 14, items 11a(1), 11a(3)(a), 31a(1), and 31a(3) if not appealed; GRS 14 item 12a and 32a if appealed).
Disposition:	Temporary. Delete case file and documents when 30 years old and after six years after closure or last action taken on request unless the case is appealed or in litigation. If appealed destroy when 30 years old and 6 years after final determination by agency or 3 years after final adjudication by the courts or Interagency Security Classification Appeals Panel (ISCAP), whichever is later.
DispAuthNo:	N1-059-10-16, item 1b(1) Date Edited: 12/22/2011
A-06-015-03b(2)	Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File - Non-responsive documents to FOIA and Mandatory Requests
Description:	These records consist of documents determined to be non-responsive to FOIA and Mandatory Reviews for Declassification requests.
Disposition:	Temporary. Destroy/delete six years after closure or last action taken on request unless the case is appealed or in litigation. If appealed destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later.
DispAuthNo:	N1-059-10-16, item 1b(2) Date Edited: 12/22/2011

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-03c	Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File - Privacy Act Requests
Description:	These records consist of all case files related to Privacy Act requests including cases granted full access; cases denied access in full or in part; invalid cases where the requesters asked for nonexistent records and did not provide adequate descriptions and cases under appeal or in litigation. These records may also consist of Privacy Act amendment requests, including those under appeal or in litigation. (Official files maintained in responsible Bureau/Office). (For paper records use relevant GRS Schedule items: GRS 14, items 21a(1); 21a(2)(a); 21a(2)(b), 21a(3)(a); 21a(3)(b), 22a, 22b, 22c).
Disposition:	Temporary. Destroy/delete five years after closure or last action taken on request, whichever is later. The last actions on cases include activities related to cases under appeal or in litigation. For those cases, destroy four years after agency's agreement to amend, or four years after final determination by agency, or three years after final adjudication by the courts, whichever is later.
DispAuthNo:	GRS 20, item 3a Date Edited: 11/18/2011
A-06-015-03d	Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File - Internal Research Requests and Internal Taskers
Description:	These records consist of internal research requests, regardless of media, from DOS offices/bureaus or other Governmental agencies, and internal taskers. Includes requests for cables and other documents.
Disposition:	Temporary. Destroy/delete two years after closure or last action taken.
DispAuthNo:	N1-059-10-16, item 1d Date Edited: 12/22/2011
A-06-015-03e	Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File - Ethics in Government and Constituent Congressional Requests
Description:	These records consist of Ethics in Government and Constituent Congressional requests, regardless of media.
Disposition:	Temporary. Delete/destroy six years after closure or last action taken.
DispAuthNo:	N1-059-10-16, item 1e Date Edited: 12/22/2011

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-03f	Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File - Special Projects/Collections
Description:	These records consist of all requests that are considered Special Projects as determined by the Office of Information Programs and Services. Case files contain copies of records and original materials collected in response to FOIA and Privacy Act request, investigations by Congress and special prosecutors, and major court cases. Records have been retrieved from a variety of file sources. Collections may also result from investigation of alleged or known abuse, fraud, irregularities, and violations of law or regulations. Documentation on search strategies may also be included. FREEDOMS used solely to track these cases. (For paper records see A-06-15-2, NARA job no: N1-59-92-10, item 1).
Disposition:	Temporary. Print out electronic case records and maintain with permanent paper case file. Delete data in FREEDOMS 30 years after closure or last action taken on request.
DispAuthNo:	N1-059-10-16, item 1f Date Edited: 12/22/2011
A-06-015-03g	Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File - Discovery Order and Touhy Requests where DOS not a Party
Description:	These records consist of all requests for documents in litigation in which the Department is not a party.
Disposition:	Temporary. Destroy/delete 10 years after closure or last action taken on request.
DispAuthNo:	N1-059-10-16, item 1g Date Edited: 11/18/2011
A-06-015-03h	Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File - Systematic Review Requests
Description:	These records consist of requests for systematic review. FREEDOMS used solely to track these cases: Cases 1979 - 1998.
Disposition:	Temporary. Delete data in FREEDOMS six years after closure or last action taken on request.
DispAuthNo:	N1-059-10-16, item 1h Date Edited: 12/22/2011

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-03i	Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File - Presidential Appointee and Historical Researcher Access Requests (Section 4.3 of EO 13526, as amended)
Description:	These records, regardless of media, consist of requests for access under EO 13526, Section 4.3 to classified records that the former presidential appointee had access to during tenure with the Department or as requested by an M-designated historical researcher. FREEDOMS used solely to track these cases. Includes Researcher security clearance file. (Supersedes NARA job no: N1-59-95-4, item 24)
Disposition:	Temporary. Destroy/delete 10 years after closure or last action taken on request or 5 years after clearance of any work product related to their access submitted for pre-publication review.
DispAuthNo:	N1-059-10-16, item 1i
Date Edited:	12/22/2011
A-06-015-03j	Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File - Other Review Requests
Description:	These records consist of all other requests for review, regardless of media, from Government entities and foreign governments.
Disposition:	Temporary. Delete/destroy 30 years after closure or last action taken on request.
DispAuthNo:	N1-059-10-16, item 1j
Date Edited:	12/22/2011
A-06-015-03k	Freedom of Information Document Management System (FREEDOMS) Master Electronic Case File - Previously Released Requests
Description:	These records consist of all requests for review, regardless of media, for requests for materials that have been publicly released, including Reading Room requests.
Disposition:	Temporary. Delete/destroy six years after closure or last action taken on request.
DispAuthNo:	N1-059-10-16, item 1k
Date Edited:	12/22/2011
A-06-015-04	Freedom of Information Document Management System (FREEDOMS) - Scanned Images Source Documents
Description:	The records consist of paper documents that are used to create scanned images for the electronic case files. The scanned images can include release determinations with reviewer markings, captions, excisions, etc.
Disposition:	Temporary. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of or serve as a backup to the electronic records, whichever is later.
DispAuthNo:	GRS 20, item 2a(4)
Date Edited:	11/18/2011

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-05	Freedom of Information Document Management System (FREEDOMS) - Case Management and Statistical Reports
Description:	These records consist of various reports that provide summary and detailed information on case tracking regarding administrative, managerial and statistical reporting.
Disposition:	Temporary. Destroy/delete statistical reports when no longer needed for reference.
DispAuthNo:	N1-059-10-16, item 3
	Date Edited: 12/22/2011
A-06-015-06	Freedom of Information Document Management System (FREEDOMS) - System Documentation
Description:	These records consist of system specifications, user and system administrator manuals, other documentation related to the image and index files as well as operation and maintenance of FREEDOMS and Workflow.
Disposition:	Temporary. Destroy/Delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.
DispAuthNo:	GRS 20, item 11a
	Date Edited: 11/18/2011
A-06-015-07	Freedom of Information Document Management System (FREEDOMS) - System Backups
Description:	Backups - FREEDOMS and Workflow weekly system backups, as well as, maintaining an off-site backup of the document images.
Disposition:	Temporary. A weekly full back up of the application (code, data, and images) is kept 5 weeks offsite. There are daily differential backups included in the weekly offsite rotation. Delete 5th week tape on a rotation basis.
DispAuthNo:	GRS 20, item 8b
	Date Edited: 11/18/2011

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-08a	Case Files for Pre-publication Review of Manuscripts prepared by the Secretary of State, Deputy Secretary or equivalents under the authority of E.O. 13526, as amended.		
Description:	These case files contain administrative records, regardless of media, relating to requests for clearance to publicly release work products about official Department business or overseas experiences. They may be submitted by the current or former Secretary of State or Deputy Secretary of State, or their equivalent from other federal agencies. The purpose of a pre-publication review case is to determine whether or not the original works contain classified national security information or information that could potentially harm the foreign relations of the United States. The files consist of the original request, a copy of the reply thereto, memorandums, electronic correspondence, reviewer decisions, notes, computer printouts recording the review information, correspondence regarding the final review decisions, excisions, and all related supporting files. Includes the original draft as well as the final, cleared version of manuscript text or other work product, and any related appeals.		
Disposition:	Temporary. Destroy/delete 20 years after the case is closed or appeal completed.		
DispAuthNo:	N1-059-10-16, item 6a	Date Edited:	12/22/2011
A-06-015-08b	Case Files for Pre-publication Review of Manuscripts under the authority of E.O. 13526, as amended for non-Secretary, Deputy Secretary or equivalents		
Description:	These case files contain administrative records, regardless of media, relating to requests for clearance to publicly release work products about official Department business or overseas experiences. They may be submitted by current or former employees, other federal agency employees, foreign service spouses, special appointees, or sometimes the estate or prospective publisher of a deceased author. The files consist of the original request, a copy of the reply thereto, memorandums, electronic correspondence, reviewer decisions, notes, computer printouts recording the review information, correspondence regarding the final review decisions, excisions, and all related supporting files. Includes the original draft as well as the final, cleared version of manuscript text or other work product, and any related appeals.		
Disposition:	Temporary. Destroy/delete eight years after the case is closed or appeal completed.		
DispAuthNo:	N1-059-10-16, item 6b	Date Edited:	12/22/2011

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-09a(1) **Request Files - FOIA**

Description: Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested records or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(1) Granting Access to all the requested records.

Disposition: Destroy 2 years after date of reply.

DispAuthNo: GRS 14, item 11a(1) **Date Edited:** 4/1/1999

A-06-015-09a(2)(a) **Request Files - FOIA**

Description: Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(2) Responding to requests for non-existent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(a) Request not appealed.

Disposition: Destroy 2 years after date of reply.

DispAuthNo: GRS 14, item 11a(2)(a) **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-09a(2)(b) **Request Files - FOIA**

Description: Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(2) Responding to requests for non-existent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(b) Request appealed.

Disposition: Destroy as authorized under items A-06-015-10a and 10b.

DispAuthNo: GRS 14, item 11a(2)(b) **Date Edited:** 4/1/1999

A-06-015-09a(3)(a) **Request Files - FOIA**

Description: Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(3) Denying access to all or part of the records requested.

(a) Request not appealed.

Disposition: Destroy 6 years after date of reply.

DispAuthNo: GRS 14, item 11a(3)(a) **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-09a(3)(b) Request Files - FOIA

Description: Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(3) Denying access to all or part of the records appealed.

(b) Request appealed.

Disposition: Destroy as authorized under items A-06-015-10a and 10b.

DispAuthNo: GRS 14, item 11a(3)(b) **Date Edited:** 4/1/1999

A-06-015-09b Request Files - FOIA

Description: Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof.

b. Official file copy of requested records.

Disposition: Dispose of in accordance with approved agency disposition instructions for the related records or with the related FOIA request, whichever is later.

DispAuthNo: GRS 14, item 11b **Date Edited:** 4/1/1999

A-06-015-10a FOIA Appeals Files

Description: Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.

a. Correspondence and supporting documents (excluding the file copy of the records under appeal if filed herein).

Disposition: Destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later.

DispAuthNo: GRS 14, item 12a **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-10b FOIA Appeals Files

Description: Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.

b. Official file copy of records under appeal.

Disposition: Dispose of in accordance with approved agency disposition instructions for the related record or with the related FOIA request, whichever is later.

DispAuthNo: GRS 14, item 12b **Date Edited:** 4/1/1999

A-06-015-11a FOIA Control Files

Description: Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.

a. Registers or listing.

Disposition: Destroy 5 years after date of last entry.

DispAuthNo: GRS 14, item 13a **Date Edited:** 4/1/1999

A-06-015-11b FOIA Control Files

Description: Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.

b. Other files.

Disposition: Destroy 5 years after final action by the agency or after final adjudication by courts, whichever is later.

DispAuthNo: GRS 14, item 13b **Date Edited:** 4/1/1999

A-06-015-12 FOIA Reports Files

Description: Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, excluding annual reports to the Congress at the departmental or agency level.

Disposition: Destroy when 2 years old or sooner if no longer needed for administrative use.

DispAuthNo: GRS 14, item 14 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-13 FOIA Administrative Files

Description: Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.

Disposition: Destroy when 2 years old or sooner if no longer needed for administrative use.

DispAuthNo: GRS 14, item 15

Date Edited: 4/1/1999

A-06-015-14a(1) Privacy Act Request Files

Description: Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(1) Granting access to all the requested records.

Disposition: Destroy 2 years after date of reply.

DispAuthNo: GRS 14, item 21a(1)

Date Edited: 4/1/1999

A-06-015-14a(2)(a) Privacy Act Request Files

Description: Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(a) Requests not appealed.

Disposition: Destroy 2 years after date of reply.

DispAuthNo: GRS 14, item 21a(2)(a)

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-14a(3)(a) Privacy Act Request Files

Description: Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(3) Denying access to all or part of the records requested.

(a) Requests not appealed.

Disposition: Destroy 5 years after date of reply.

DispAuthNo: GRS 14, item 21a(3)(a)

Date Edited: 4/1/1999

A-06-015-14a(3)(b) Privacy Act Request Files

Description: Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(3) Denying access to all or part of the records requested.

(b) Requests appealed.

Disposition: Destroy as authorized under items A-06-015-15a, 15b and 15c.

DispAuthNo: GRS 14, item 21a(3)(b)

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-14b Privacy Act Request Files

Description: Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

b. Official file copy of requested records.

Disposition: Dispose of in accordance with approved agency disposition instructions for the related records or with the related Privacy Act request, whichever is later.

DispAuthNo: GRS 14, item 21b

Date Edited: 9/10/2004

A-06-015-15a Privacy Act Amendment Case Files

Description: Files relating to and individual request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual request for a review of an agency refusal of the individual request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).

a. Requests to amend agreed to by agency. Include individual requests to amend and/or review refusal to amend, copies of agency replies thereto, and related materials.

Disposition: Dispose of in accordance with the approved disposition instructions for the related subject individual record or 4 years after agency agreement to amend, whichever is later.

DispAuthNo: GRS 14, item 22a

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-15b Privacy Act Amendment Case Files

Description: Files relating to an individual request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual request for a review of an agency refusal of the individual request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).

b. Requests to amend refused by agency. Includes individual requests to amend and to review refusal to amend, copies of agency replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.

Disposition: Dispose of in accordance with the approved disposition instructions for the related subject individual record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later.

DispAuthNo: GRS 14, item 22b **Date Edited:** 4/1/1999

A-06-015-15c Privacy Act Amendment Case Files

Description: Files relating to an individual request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual request for a review of an agency refusal of the individual request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).

c. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.

Disposition: Dispose of in accordance with the approved disposition instructions for related subject individual records or 3 years after final adjudication by courts, whichever is later.

DispAuthNo: GRS 14, item 22c **Date Edited:** 4/1/1999

A-06-015-16 Privacy Act Accounting of Disclosure Files

Description: Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual name, requester name and address, purpose and date of disclosure, and proof of subject individual consent when applicable.

Disposition: Dispose of in accordance with the approved disposition instructions for the related subject individual records or 5 years after the disclosure for which the accountability was made, whichever is later.

DispAuthNo: GRS 14, item 23 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-17a **Privacy Act Control Files**

Description: Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.

a. Registers or listings.

Disposition: Destroy 5 years after date of last entry.

DispAuthNo: GRS 14, item 24a **Date Edited:** 4/1/1999

A-06-015-17b **Privacy Act Control Files**

Description: Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.

b. Other files.

Disposition: Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.

DispAuthNo: GRS 14, item 24b **Date Edited:** 4/1/1999

A-06-015-18 **Privacy Act Reports Files**

Description: Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget, and the Report on New Systems at all levels.

Disposition: Destroy when 2 years old.

DispAuthNo: GRS 14, item 25 **Date Edited:** 4/1/1999

A-06-015-19 **Privacy Act General Administrative Files**

Description: Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.

Disposition: Destroy when 2 years old or sooner if no longer needed for administrative use.

DispAuthNo: GRS 14, item 26 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

**A-06-015-
20a(1)**

Mandatory Review for Declassification Requests Files

Description:

Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12958 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records if filed herein, and sanitizing instructions, if applicable).

(1) Granting access to all the requested records.

Disposition:

Destroy 2 years after date of reply.

DispAuthNo:

GRS 14, item 31(a)(1)

Date Edited: 4/1/1999

**A-06-015-
20a(2)(a)**

Mandatory Review for Declassification Requests Files

Description:

Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12958 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records if filed herein, and sanitizing instructions, if applicable).

(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(a) Request not appealed.

Disposition:

Destroy 2 years after date of reply.

DispAuthNo:

GRS 14, item 31a(2)(a)

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-20a(2)(b)	Mandatory Review for Declassification Requests Files
---------------------------	---

Description:	Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12958 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of the requested records or a copy thereof.
---------------------	---

a. Correspondence and supporting documents (excluding the official file copy of the records if filed herein, and sanitizing instructions, if applicable).

(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(b) Request appealed.

Disposition:	Destroy as authorized under items A-06-015-21a and 21b.
---------------------	---

DispAuthNo:	GRS 14, item 31a(2)(b)	Date Edited:	4/1/1999
--------------------	------------------------	---------------------	----------

A-06-015-20a(3)(a)	Mandatory Review for Declassification Requests Files
---------------------------	---

Description:	Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12958 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.
---------------------	---

a. Correspondence and supporting documents (excluding the official file copy of the records if filed herein, and sanitizing instructions, if applicable.)

(3) Denying access to all or part of the records requested.

(a) Request not appealed.

Disposition:	Destroy 5 years after date of reply.
---------------------	--------------------------------------

DispAuthNo:	GRS 14, item 31a(3)(a)	Date Edited:	4/1/1999
--------------------	------------------------	---------------------	----------

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-20a(3)(b)	Mandatory Review for Declassification Requests Files
Description:	Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12958 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof. a. Correspondence and supporting documents (excluding the official file copy of the records if filed herein, and sanitizing instructions, if applicable). (3) Denying access to all or part of the records requested. (b) Request appealed.
Disposition:	Destroy as authorized under item A-06-015-21a and 21b.
DispAuthNo:	GRS 14, item 31a(3)(b) Date Edited: 4/1/1999
A-06-015-20b	Mandatory Review for Declassification Requests Files
Description:	Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12958 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof. b. Official file copy of requested records.
Disposition:	Dispose of in accordance with approved disposition instructions for the related records or with the related mandatory review request, whichever is later.
DispAuthNo:	GRS 14, item 31b Date Edited: 4/1/1999
A-06-015-20c	Mandatory Review for Declassification Requests Files
Description:	Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12958 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof. c. Sanitizing instructions.
Disposition:	Destroy when superseded or when requested documents are declassified or destroyed.
DispAuthNo:	GRS 14, item 31c Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-21a **Mandatory Review for Declassification Appeals Files**

Description: Files created in responding to administrative appeals under the mandatory review provisions of E.O. 12958 and its predecessors for release of information denied by the agency. Files consist of the appellant letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records under appeal if filed herein).

Disposition: Destroy 4 years after final determination by agency.

DispAuthNo: GRS 14, item 32a **Date Edited:** 4/1/1999

A-06-015-21b **Mandatory Review for Declassification Appeals Files**

Description: Files created in responding to administrative appeals under the mandatory review provisions of E.O. 12958 and its predecessors for release of information denied by the agency. Files consist of the appellant letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.

b. Official file copy of records under appeal.

Disposition: Dispose of in accordance with approved agency disposition instructions for the related records, or with the related mandatory review request, whichever is later.

DispAuthNo: GRS 14, item 32b **Date Edited:** 4/1/1999

A-06-015-22a **Mandatory Review for Declassification Control Files**

Description: Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.

a. Register or listing.

Disposition: Destroy 5 years after date.

DispAuthNo: GRS 14, item 33a **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-22b	Mandatory Review for Declassification Control Files
---------------------	--

Description:	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.
---------------------	--

b. Other files.

Disposition:	Destroy 5 years after final action by the agency.
---------------------	---

DispAuthNo:	GRS 14, item 33b	Date Edited:	4/1/1999
--------------------	------------------	---------------------	----------

A-06-015-23	Mandatory Review for Declassification Reports Files
--------------------	--

Description:	Reports relating to agency implementation of the mandatory review provisions of the current Executive Order on classified national security information, including annual reports submitted to the Information Security Oversight Office.
---------------------	---

Disposition:	Destroy when 2 years old or sooner if no longer needed for administrative use.
---------------------	--

DispAuthNo:	GRS 14, item 34	Date Edited:	4/1/1999
--------------------	-----------------	---------------------	----------

A-06-015-24	Mandatory Review for Declassification Administrative Files
--------------------	---

Description:	Records relating to the general agency implementation of the mandatory review provisions of the current Executive Order on classified national security information, including notices, memoranda, correspondence, and related records.
---------------------	---

Disposition:	Destroy when 2 years old or sooner if no longer needed for administrative use.
---------------------	--

DispAuthNo:	GRS 14, item 35	Date Edited:	4/1/1999
--------------------	-----------------	---------------------	----------

A-06-015-25a	Erroneous Release Files
---------------------	--------------------------------

Description:	Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof.
---------------------	--

a. Files that include the official file copy of the released records.

Disposition:	Follow the disposition instructions approved for the released official file copy or destroy 6 years after the erroneous release, whichever is later.
---------------------	--

DispAuthNo:	GRS 14, item 36a	Date Edited:	4/1/1999
--------------------	------------------	---------------------	----------

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-25b **Erroneous Release Files**

Description: Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof.

b. Files that do not include the official file copy of the released records.

Disposition: Destroy 6 years after the erroneous release.

DispAuthNo: GRS 14, item 36b

Date Edited: 4/1/1999

A-06-015-26 **Researchers - Security Clearance Files**

Description: Correspondence, memorandums, Certificate of Security Authorization for Access (DS-1897), Certificate of Security Clearance for Access (M-211), Request for Biographic Data (OF-184), Retirement of Records (DS-693), and other documentation on individual researchers security clearance needed to search the Department classified Central Foreign Policy File covering access, authorizations, classified information, clearances, Diplomatic Security (DS), Executive Order 12958, security regulations, researchers (former Secretaries of State, or their designees, ambassadors, and employees; and historians (PA/HO), professors, and scholars), and other related subjects.

Disposition: Destroy 6 years after period of last research. (ref. NC-059-75-17, item 2)

DispAuthNo: N1-059-95-4, item 24

Date Edited: 12/22/2011

A-06-015-27 **Foreign Relations of the United States (FRUS) Record Files**

Description: Files created in reviewing compilations submitted for declassification and publication in the series Foreign Relations of the United States consisting of documents submitted for review, memorandums, memorandums recording declassification determinations, computer printout recording the review information created on each document, and correspondence concerning the final declassification determinations for each document, and copies of documents cleared for release in excised form. Each FRUS compilation is arranged by series, volume number, and title.

Compilations that have been reviewed and cleared for publication.

Disposition: Retire to RSC 6 months after publication. Destroy 4 years after publication.

DispAuthNo: N1-059-93-14, item 1

Date Edited: 12/22/2011

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-015-28 Guidelines for Systematic Review of Records

Description: These guidelines are used to systematically review classified national security information to determine if the information can be declassified.

The guidelines cover Department of State information found in blocks of files for which the Department has declassification authority.

The guidelines are arranged by geographic region or global issue heading. Files include a copy of the original guidelines and all subsequent modifications.

Disposition: Permanent. Retire record set to RSC when no longer needed for transfer to WNRC. Transfer to the National Archives 15 years after transfer of related block of records to the National Archives.

DispAuthNo: N1-059-96-3, item 1

Date Edited: 12/22/2011

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Office of Information Programs and Services (A/GIS/IPS) - Central Foreign Policy File

A-06-016-01a Systems File - State Archiving System - Arranged by TAGS and Terms

Description: Correspondence, memorandums, reports, and other documentation on automated data and information systems covering development, feasibility studies, hardware, indexing system, maintenance, meeting notes, Central Foreign Policy File main system and associated subsystems, projects, software, system designs, testing, and other related subjects.

a. Program Management Files.

Disposition: Cut off at end of calendar year. Retire 1 year after documentation is no longer needed or when main system or subsystem is no longer used. Destroy when 5 years old.

DispAuthNo: N1-059-95-4, item 26a

Date Edited: 12/22/2011

A-06-016-01b Systems File - State Archiving System - Arranged by TAGS and Terms

Description: Correspondence, memorandums, reports, and other documentation on automated data and information systems covering development, feasibility studies, hardware, indexing system, maintenance, meeting notes, Central Foreign Policy File main system and associated subsystems, projects, software, system designs, testing, and other related subjects.

b. Routine Services Files.

Disposition: Cut off at end of calendar year. Retire to RSC when 2 years old. Destroy when 4 years old.

DispAuthNo: N1-059-95-4, item 26b

Date Edited: 12/22/2011

A-06-016-02a AVOCON (AV) System

Description: This Automated Vocabulary Control system builds master lists of (SC) subject concepts (SO), organizations, and (SP) personal names found in documents. The lists are used to promote consistency when indexing documents into the FAIS and to enhance the documents subsequent retrieval.

a. Organization Master. This list contains the names of organizations, and their abbreviations or acronyms found in documents being indexed.

Disposition: Disposable. Destroy when active Department use ceases.

DispAuthNo: NC1-059-83-4, item 3

Date Edited: 12/22/2011

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-016-02b	AVOCON (AV) System
---------------------	---------------------------

Description: This Automated Vocabulary Control system buildings master lists of (SC) subject concepts (SO), organizations, and (SP) personal names found in documents. The lists are used to promote consistency when indexing documents into the FAIS and to enhance the documents subsequent retrieval.

b. Personality Master. This list contains the names and titles of persons found in documents being indexed.

Disposition: Disposable. Destroy when active Department use ceases.

DispAuthNo: NC1-059-83-4, item 4

Date Edited: 4/1/1999

A-06-016-02c	AVOCON (AV) System
---------------------	---------------------------

Description: This Automated Vocabulary Control system buildings master lists of (SC) subject concepts (SO), organizations, and (SP) personal names found in documents. The lists are used to promote consistency when indexing documents into the FAIS and to enhance the documents subsequent retrieval.

c. Thesaurus Master. This list contains standard subject concepts (terms) used to identify the main theme of documents being indexed. It also includes cross references to broader terms, related terms, narrower terms, and synonyms (Key Word Out of Context (KWOC)).

Disposition: Disposable. Destroy when active Department use ceases.

DispAuthNo: NC1-059-83-4, item 5

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-016-03a(1)(a)	Central Foreign Policy File
---------------------------	------------------------------------

Description: This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

a. Pre-1973 Files.

(1) Card Index to the Central Foreign Policy Files, 1950-1973. Name, Source and Subject indexes to the Central Foreign Policy Files indicate classification number, date and source of document and subject matter.

(a) Originals.

Disposition: Permanent. Transfer to the National Archives when 30 years old in 3 to 5 year blocks.

DispAuthNo: NC1-059-80-17, item 2

Date Edited: 4/1/1999

A-06-016-03a(1)(b)	Central Foreign Policy File
---------------------------	------------------------------------

Description: This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

a. Pre-1973 Files.

(1) Card Indexes to the Central Foreign Policy File 1950-1973. Name, Source and Subject indexes to the Central Foreign Policy Files indicate classification number, date and source of document and subject matter.

(b) Microfilm.

Disposition: Permanent. Transfer to the National Archives when 30 years old in 3 to 5 year blocks.

DispAuthNo: NC1-059-80-17, item 2

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-016-03a(1)(c)	Central Foreign Policy File
---------------------------	------------------------------------

Description: This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

a. Pre-1973 Files.

(1) Card Indexes to the Central Foreign Policy File 1950-1973. Name, Source and Subject indexes to the Central Foreign Policy Files indicate classification number, date and source of document and subject matter.

(c) Paper Files.

Disposition: Permanent. Transfer to the National Archives when 30 years old in 3 to 5 year blocks or sooner if negotiated with NARA.

DispAuthNo: NC1-059-80-17, item 1

Date Edited: 4/1/1999

A-06-016-03b(1)	Central Foreign Policy File
------------------------	------------------------------------

Description: This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(1) Microfilm - Positive and Negative Copies

Disposition: Permanent. Transfer to the National Archives when 30 years old.

DispAuthNo: NN-173-304, item 1a

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-016-03b(2)(a)	Central Foreign Policy File
---------------------------	------------------------------------

Description: This file constitutes the official Central Foreign Affairs File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(2) Paper records.

(a) That have been filmed.

Disposition: Destroy after it has been ascertained that reproduced copies have been made in accordance with NARA regulations and are adequate substitutes for the paper records.

DispAuthNo: NN-173-304, item 1b(2)

Date Edited: 4/1/1999

A-06-016-03b(2)(b)	Central Foreign Policy File
---------------------------	------------------------------------

Description: This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(2) Paper records.

(b) Oversized Enclosures, 1973-Present. Arranged by name of post or by covering document number. These records are not microfilmed at the time of receipt.

Disposition: Permanent. Transfer to WNRC at the end of the calendar year. Transfer to the National Archives when 30 years old or with the Automated Documents System film whichever is sooner.

DispAuthNo: N1-059-92-16, item 1

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-016-03b(3)(a)

Central Foreign Policy File

Description:

This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

NOTE: Many paper documents are destroyed after they are electronically stored or put on film. But, some documents need to be permanently preserved in their original physical form - when they have a significant degree of intrinsic characteristics or qualities.

b. Post-1973 Files.

(3) Intrinsic Documents. Intrinsic documents possess one or more of the following examples of intrinsic characteristics and qualities.

Physical characteristics and qualities.

Selecting ALL documents with the following PHYSICAL characteristics or qualities is not necessary, only selected EXAMPLES are desired:

Exhibit value: Impact of the original, or significant event, issue, or person.

Aesthetic and Artistic value: Architectural drawings, engravings, German Fraktur style type, maps, ornate, petitions, photographs, printing, or sketches (ink, pencil, or watercolor).

Unique feature value: Bindings, color, imprints, inks, paper (quality or texture), watermarks, or wax seals.

Authenticity value: By physically examining the best evidence - the original for: age of paper, handwriting, physical tests, signatures, questionable author or date, or source information open to question.

Form value: Unique physical form or features, or evidence of technological development.

Age value: Scarcity.

Informational characteristics and qualities:

Public interest value Famous or historical events, issues, people, places, or things.

Value of Government actions Relating to the Department: establishment, founding, acquiring or losing functions, or legal basis for continuing.

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Policy value At the highest level in Department, historical, importance of the subject matter, intellectual, political significance, or scope of effect.

Contact IPS/CR for guidance on intrinsic documents.

(a) Originals.

Disposition: Permanent. Retire to RSC when there is a full records box for transfer to WNRC. Transfer to the National Archives when latest record in box is 30 years old. (ref. NN-173-304, item 1b)

DispAuthNo: N1-059-95-4, item 27a

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-016-03b(3)(b)

Central Foreign Policy File

Description:

This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

NOTE: Many paper documents are destroyed after they are electronically stored or put on film. But, some documents need to be permanently preserved in their original physical form - when they have a significant degree of intrinsic characteristics or qualities.

b. Post-1973 Files.

(3) Intrinsic Documents. Intrinsic documents possess one or more of the following examples of intrinsic characteristics and qualities.

Physical characteristics and qualities.

Selecting ALL documents with the following PHYSICAL characteristics or qualities is not necessary, only selected EXAMPLES are desired:

Exhibit value: Impact of the original, or significant event, issue, or person.

Aesthetic and Artistic value: Architectural drawings, engravings, German Fraktur style type, maps, ornate, petitions, photographs, printing, or sketches (ink, pencil, or watercolor).

Unique feature value: Bindings, color, imprints, inks, paper (quality or texture), watermarks, or wax seals.

Authenticity value: By physically examining the best evidence - the original for: age of paper, handwriting, physical tests, signatures, questionable author or date, or source information open to question.

Form value: Unique physical form or features, or evidence of technological development.

Age value: Scarcity.

Informational characteristics and qualities:

Public interest value Famous or historical events, issues, people, places, or things.

Value of Government actions Relating to the Department: establishment, founding, acquiring or losing functions, or legal basis for continuing.

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Policy value At the highest level in Department, historical, importance of the subject matter, intellectual, political significance, or scope of effect.

Contact IPS/CR for guidance on intrinsic documents.

(b) Microfilm.

Disposition: Permanent. Transfer to the National Archives along with related records when 30 years old. (ref. NN-173-304, item 1a)

DispAuthNo: N1-059-95-4, item 27b

Date Edited: 6/29/2007

A-06-016-03b(5)(a)

Central Foreign Policy File

Description: This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(5) FAIS Index.

(a) Text Index Files. This index file is used to locate the FAIS logical record and physical record containing the text of a telegram. Data includes the: (CL) classification, (MR) telegram message reference number, (PD) date the telegram entered the system, and (RL) a pointer to the related telegram text in the FAIS Main Text File.

Disposition: Permanent. Retain on magnetic tape data purged from disc. Transfer with related documentation to the National Archives with related Telegram Text File records.

DispAuthNo: NC1-059-83-4, item 11a

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-016-03b(5)(b) **Central Foreign Policy File**

Description: This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(5) FAIS Index.

(b) FAIS Citation File. This file contains citations stored on-line in the FAIS. Each citation consists of terms or items abstracted from a single document. The terms or items are abstracted by an Indexer or automatically by the FAIS. The terms and items are then used to search for and locate: either the (MR) message reference number to view the text of an on-line telegram; or the (AN) accession number to view the text of an off-line document stored on microfilm.

Each citation contains the following document identification information: (AD) Addresses, (AN) microfilm Accession Number (reel and frame number), (BA) Bibliographic Analyst, (CL) Classification, (DO) Date of Origin, (EN) Enclosures, (IA) Index Analyst, (MR) Message Reference number (for airgrams and telegrams), (OR) the Originating office, (PD) Posting date, (PG) number of Pages, (RL) Record Locator number, (SC) Subject Concepts, (SO) Subject Organization, (SP) Subject Personality, (ST) Subject TAGS, (TI) Title, and (TP) Type of document [(AI) Airgram, (CC) Congressional Correspondence, (DN) Diplomatic Note, (GC) General Correspondence, (IR) Intelligence Report, (ME) Memorandum, (MC) Memorandum of Conversation, (OM) Operation Memorandum, and (TE) Telegram].

Disposition: Permanent. Transfer with related documentation to the National Archives annually when Telegram Text File records are transferred.

DispAuthNo: NC1-059-83-4, item 11b

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-016-03b(5)(c) **Central Foreign Policy File**

Description: This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(5) FAIS Index File.

(c) Citation Index File. This index file is used to locate the FAIS logical record and physical record containing the citation record. It contains a pointer to the record locator file number found in the first data field of each citation record, by which the computer identifies specific citations.

Disposition: Permanent. Transfer with related documentation to the National Archives annually with related Document - Citation File.

DispAuthNo: NC1-059-83-4, item 11c

Date Edited: 4/1/1999

A-06-016-03b(5)(d) **Central Foreign Policy File**

Description: This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(5) FAIS Index.

(d) Postings File. This index file contains a listing of all subject terms provided in the Thesaurus Master in the AVOCON System. Data is maintained on line in the FAIS and is used in the indexing and search processes.

Disposition: Permanent. Transfer with related documentation to the National Archives annually with Document Citation File.

DispAuthNo: NC1-059-83-4, item 11f

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-016-03b(5)(e)	Central Foreign Policy File
---------------------------	------------------------------------

Description: This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in this handbook).

b. Post-1973 Files.

(5) FAIS Index File.

(e) Organization File. This Contains a listing of all organizations, including appropriate abbreviations and acronyms, provided in the organization Master in the AVOCON System. Data is maintained on line in the FAIS and is used in the indexing and search processes.

Disposition: Permanent. Transfer with related documentation to the National Archives annually with Document Citation File.

DispAuthNo: NC1-059-83-4, item 11g

Date Edited: 4/1/1999

A-06-016-03b(5)(f)	Central Foreign Policy File
---------------------------	------------------------------------

Description: This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(5) FAIS Index File.

(f) Personalities File. Contains a listing of all names and titles of persons provided in the Personalities Master in the AVOCON System. Data is maintained on line in the FAIS and is used in the indexing and search processes.

Disposition: Permanent. Transfer with related documentation to the National Archives annually with Document Citation File.

DispAuthNo: NC1-059-83-4, item 11h

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

**A-06-016-
03b(5)(g)**

Central Foreign Policy File

Description:

This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(5) FAIS Index File.

(g) Date Range File. This index file contains pointers to the (DO) date of origin data field in the FAIS Document Citations Index File records. It allows searches of the system by date, in which all documents within a specified date range can be identified.

Disposition:

Permanent. Transfer with related documentation to the National Archives annually with Document Citation File.

DispAuthNo:

NC1-059-83-4, item 11e

Date Edited:

4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-016-03b(5)(h)	Central Foreign Policy File
---------------------------	------------------------------------

Description: This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in this handbook).

b. Post-1973 Files.

(5) FAIS Index File.

(h) Posting File. This index file contains an alphabetical listing of all terms used to index documents in the FAIS. For each listing, data includes the term, how it was used (e.g.: as (AD) addressee, (OR) originator, (SC) subject concept, etc.), and the number of times the term was used in that way. The file is used in the search process to help identify terms for search statements.

Disposition: Permanent. Transfer with related documentation to the National Archives annually with Document Citation File.

DispAuthNo: NC1-059-83-4, item 11d

Date Edited: 4/1/1999

A-06-016-03c	Central Foreign Policy File
---------------------	------------------------------------

Description: This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the Records Disposition Schedules).

c. Thesaurus and Related Background Documents.

Disposition: Permanent. A master record set of each new issuance of the Thesaurus and related documentation is to be retained in OIS. Another set, along with related documents, is to be offered to the Archives.

DispAuthNo: NC-059-75-17, item 7

Date Edited: 7/16/2007

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-016-03d Central Foreign Policy File, 1973-Present

Description: The official centralized file of the Department of State which incorporates records and documents of a substantive nature that establish, discuss, or define foreign policy and its development and implementation. Included are telegrams, written documents such as general correspondence, inter-agency correspondence, congressional correspondence, reports, memorandums, diplomatic notes, email messages, and other communications and documentation. Also included is metadata relating to all the documentation. (Located currently in the State Archiving System.)

a. Written Correspondence System. Text and citations to records in the Written Correspondence system or successor. Records may be on film, image, or other format.

Disposition: PERMANENT: Transfer to the National Archives on an annual basis when no more than 25 (twenty-five) years older after declassification review.

DispAuthNo: N1-059-07-03, item 1a **Date Edited:** 7/1/2008

A-06-016-03d(1) Central Foreign Policy File, 1973-Present

Description: The official centralized file of the Department of State which incorporates records and documents of a substantive nature that establish, discuss, or define foreign policy and its development and implementation. Included are telegrams, written documents such as general correspondence, inter-agency correspondence, congressional correspondence, reports, memorandums, diplomatic notes, email messages, and other communications and documentation. Also included is metadata relating to all the documentation. (Located currently in the State Archiving System.)

b1. Telegrams. Texts and header information of electronically transmitted communications. Records that are Subject TAGSed with only one or more of the Subject TAGS designated as "Temporary."

Disposition: TEMPORARY: Destroy upon expiration of the longest retention period assigned to the Subject TAGS associated with a given record. See TAGS below:

2 Years - ADCO, ADPM, ATRN, AWPR, BPUB, OEXC, OSCI, OTRA.

5 Years - AART, ACKM, ACMS, ACOA, ACOM, ACOU, ADCO, ADTO, AFAC, AFOP, AFSI, AINT, ALIB, AMTC, ANET, APCO, APOU, APUB, AREC, AREG, ASCH, AVCE, AWRD.

10 Years - AADP, AAUD, ABLD, ABUD, AFIN, AFSN, AFSP, ALOW, AMED, APCS, ASAF, ASUP, BLIB.

15 Years - AOMS, APER, CPAS, CVIS.

DispAuthNo: N1-059-07-03, item 1b(1) **Date Edited:** 7/1/2008

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-016-03d(2) Central Foreign Policy File, 1973-Present

Description: The official centralized file of the Department of State which incorporates records and documents of a substantive nature that establish, discuss, or define foreign policy and its development and implementation. Included are telegrams, written documents such as general correspondence, inter-agency correspondence, congressional correspondence, reports, memorandums, diplomatic notes, email messages, and other communications and documentation. Also included is metadata relating to all the documentation. (Located currently in the State Archiving System.)

b2. Telegrams. Texts and header information of electronically transmitted communications. All other records, including all messages and citations with one or more of the Subject TAGS designated as permanent.

Disposition: PERMANENT: Transfer to the National Archives on an annual basis when no more than 25 years old after declassification review. See TAGS below. NOTE: Microfilm of telegrams shall be transferred to the National Archives to serve as a backup and to fill gaps in the electronic files.

Permanent Subject TAGS :

ACLM, ACMM, AEMR, AGAO, AINF, AINR, ALTR, AMGT, AODE, AORC, AORG, ASEC, ASIG, BAGB, BBAK, BBCP, BBSR, BDIS, BENC, BEXP, BFOL, BGEN, BMGT, BPRO, BTIO, BTOP, BTRA, CARR, CASC, CDES, CFED, CGEN, CJAN, CLOK, CMGT, CPRS, All "E" Subject TAGS, All "M" Subject TAGS, OCLR, OCON, ODIP, OFDP, OGEN, OIIP, OPDC, OPRC, OREP, OVIP, All "P" Subject TAGS, All "S" Subject TAGS, All "T" Subject TAGS.

DispAuthNo: N1-059-07-03, item 1b(2) **Date Edited:** 7/1/2008

A-06-016-04a Telegram Indexing Files

Description: Memorandums, telegrams, and other related documentation on document indexing activities associated with the automated Foreign Affairs Information System covering biweekly reports, case files, correct command, indexing, post list, regulations, reports, systems development, text editing, training, Watch Officer, weekly reports, and other related subjects.

a. Automated Document System - Daily Reports - 38 DTD report, 89 DTD report, and 91 DTD.

Disposition: Destroy when report is updated by the system or when no longer needed.

DispAuthNo: N1-059-95-4, item 31a **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-016-04b **Telegram Indexing Files**

Description: Memorandums, telegrams, and other related documentation on document indexing activities associated with the automated Foreign Affairs Information System covering biweekly reports, case files, correct command, indexing, post list, regulations, reports, systems development, text editing, training, Watch Officer, weekly reports, and other related subjects.

b. All other items.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 31b

Date Edited: 4/1/1999

A-06-016-05a **Written Communications Files**

Description: Correspondence, memorandums, and other documentation, on the receipt of Department correspondence and its indexing into the Central Foreign Affairs Policy File covering briefings, guidelines, projects, weekly activity reports, work load statistics, and other related subjects.

a. Automated Document System. Daily Reports - 38 DTD report, and 89 DTD report.

Disposition: Destroy when report is updated by the system or when no longer needed.

DispAuthNo: N1-059-95-4, item 32a

Date Edited: 4/1/1999

A-06-016-05b **Written Communications Files**

Description: Correspondence, memorandums, and other documentation, on the receipt of Department correspondence and its indexing into the Central Foreign Affairs Policy File covering briefings, guidelines, projects, weekly activity reports, work load statistics, and other related subjects.

b. All other items.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 32b

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-016-06 Public Opinion Mail Files

Description: Correspondence from the public; both domestic and foreign; addressed to the President, the White House, the Secretary of State, and Department of State; on foreign affairs matters; sent to the Department for reply or public opinion trend analysis covering anonymous letters, comments, observations, opinions, opposition, petitions, remarks, suggestions, support, and other related subjects.

NOTE: This item does not cover correspondence relating to official business, individual assistance, Department services, or activities.

Disposition: Destroy when 3 months old.

DispAuthNo: NC1-059-76-11

Date Edited: 4/1/1999

A-06-016-07 Procedure Telegrams [State Archiving System]

Description: Administrative messages containing information related to telegram corrected copy requests. The messages are used to correct telegrams previously issued with erroneous Traffic Analysis by Geography and Subject (TAGS), Terms or other minor errors.

Disposition: TEMPORARY. Delete or destroy after information has been transferred to the master file and verified.

DispAuthNo: GRS 20, item 1b

Date Edited: 12/9/2011

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Global Publishing Solutions

A-06-017-01 MMS Intranet Database (MMS - now GPS - Intranet Site)

Description: The MMS (now GPS) Intranet site is the primary Intranet site for all matters pertaining to the Office of Global Publishing Solutions (GPS). It is an unclassified, OpenNet intranet site that contains Department resources such as the Telephone Directory, Department Notices, Post Reports, and GPS product and service information. From the MMS (now GPS) Intranet Site, customers can lease a copier using DS-1863, Request for Acquisition of Photocopier; obtain copier supplies; access the Certificates On-line application to produce certificates; download official photos of the President, Vice President and Secretary of State, and place an order for framing these photos; read Department Notices and Announcements, submit Notices/Announcements for posting, and obtain archived Notices/Announcements; obtain post information (key officers, holidays, phone numbers, etc.); and view and edit post reports.

Disposition: Temporary. Delete or destroy when superseded or no longer needed.

DispAuthNo: N1-059-10-17, item 1 **Date Edited:** 2/8/2011

A-06-017-02 Department Notices/Announcements

Description: Department Notices or Announcements (hereafter referred to as Notices) are used to disseminate general information to Department staff domestically and worldwide. Subjects that may be covered in a Notice are outlined in the Foreign Affairs Handbook (FAH), and include the following: (1) appointment or assignment of office directors or above; (2) interim organizational changes and/or office relocations; (3) establishment or discontinuance of general services; (4) reminders of operational processes and procedures; (5) announcements of products and services offered by Department elements; and (6) events or information of interest to the general Department population.

Disposition: Temporary. Cut off at the end of the calendar year. Delete/destroy when 10 years old or no longer needed, whichever is later.

DispAuthNo: N1-059-10-17, item 2 **Date Edited:** 2/8/2011

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-017-03 Post Reports

Description: Each embassy prepares a Post Report that covers all posts within the embassy's jurisdiction. Post Reports provide relevant facts and useful information regarding the diplomatic missions in each country. They are aimed at personnel transferring to an overseas post, but are also helpful to anyone wishing to learn more about a country and in particular the US missions in that country. Post reports were formerly published in bound paper copies that were updated every 3-5 years. GPS now publishes post reports as electronic documents that may be updated by post content managers in geographic bureaus as information changes, thus current post reports are "living documents."

Disposition: Temporary. Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-059-10-17, item 3

Date Edited: 2/8/2011

A-06-017-04a Electronic Printing Management System (EPMS)

Description: a. EPMS Database

EPMS is an online job tracking system used to track printing jobs as they move through the production process. Data is manually entered into EPMS from the DS-5, Requisition for Publishing, Reproduction and Distribution Services. EPMS also provides billing and financial reporting for input into the Central Financial Management System (CFMS). EPMS tracks all jobs prepared by GPS, generates tickets for workflow, and maintains billing data. It is the only source for recording print jobs and fiscal data associated with each job.

Disposition: Temporary. Destroy or delete when 7 years old, or 7 years after the date of latest entry, whichever is applicable.

DispAuthNo: N1-059-10-17, item 4a

Date Edited: 2/8/2011

A-06-017-04b Electronic Printing Management System (EPMS)

Description: b. Job Request Files

Includes all documents related to service requests received by the GPS Customer Service Center. Files are maintained by job number and are blocked by fiscal year.

Disposition: Temporary. Retain proofs, requisitions, funding data, and Customer Service Tracking Sheet in GPS File, and return all other job-related materials to the requesting office upon completion of job, or when no longer needed. Destroy GPS File 7 years after completion of job.

DispAuthNo: N1-059-10-17, item 4b

Date Edited: 2/8/2011

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-017-04c Electronic Printing Management System (EPMS)

Description: c. Working Capital Fund Billing Files - Service Requests

Consists of copies of the DS-5, Requisition for Publishing, Reproduction and Distribution Services, showing approval and funding data for all jobs billed through the Working Capital Fund (WCF). A copy of the signed DS-5 and the Job Tracking Sheet are given to the billing department to collect payment. Documents are filed by Job Number in fiscal-year blocks.

Disposition: Temporary. Cut off upon completion of job. Destroy 5 years after completion of job.

DispAuthNo: N1-059-10-17, item 4c

Date Edited: 2/8/2011

A-06-017-05 Procurement Files (AQM)

Description: Copies of contracts, requisitions, purchase orders, invoices and related correspondence.

Disposition: Temporary. Cut off upon final payment. Destroy 5 years after final payment, or when no longer needed, whichever is later.

DispAuthNo: N1-059-10-17, item 5

Date Edited: 2/8/2011

A-06-017-06a GPO Request Files

Description: a. GPO Tracking System (GPO)

GPO tracks all routing and financial information associated with printing jobs sent to the Government Printing Office (GPO) for production. It provides an easy-to-use user interface, cost tracking, job tracking, pre-filled forms and reporting. It does not directly interface with any GPO electronic systems. The application generates Form SF-1, Printing and Binding Requisition to the Public Printer, and assigns a number for tracking purposes.

Disposition: Temporary. Cut off upon completion of job. Delete or destroy 10 years after completion of job, or when no longer needed, whichever is later.

DispAuthNo: N1-059-10-17, item 6a

Date Edited: 2/8/2011

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-017-06b GPO Request Files

Description: b. GPO Procurement Files

Consists of copies of Publishing Services Requisition, Purchase Order, Invoice, Receiving Report, Voucher (SF-1); and invoices, requisition, specifications, and related correspondence.

Disposition: Temporary. Cut off upon completion or cancellation of requisition. Destroy 10 years after completion or cancellation of requisition, or when no longer needed, whichever is later.

DispAuthNo: N1-059-10-17, item 6b

Date Edited: 2/8/2011

A-06-017-07a Asset Management Files

Description: a. Equipment Reports

Annual Inventory of Field Plant; Annual Plant Report; Report on Stored Equipment; reports on printing, processing, and distribution equipment; and reports to the Joint Committee on Printing.

Disposition: Temporary. Cut off at the end of the calendar year. Destroy when 3 years old, except retain in agency as long as needed reports used for accounting purposes.

DispAuthNo: NC1-059-80-9, item 1

Date Edited: 2/8/2011

A-06-017-07b Asset Management Files

Description: b. Service Reports

Copies of inspection reports, inventory reports, invoices, maintenance, purchase orders, receiving, rentals, requisitions, supplies, and usage reports related to equipment.

Disposition: Temporary. Cut off upon disposal of equipment. Destroy 2 years after disposal.

DispAuthNo: N1-059-10-17, item 7

Date Edited: 2/8/2011

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-017-08a	Copier Management Tracking System (C*Track)
---------------------	--

Description: a. Database

Client-server application used to track 900+ copiers bought and leased to offices throughout the Department of State. Used to track meter readings and generate invoices for billings.

Data includes copier inventory, billing records, usage data, and vendor data. C*Track provides job-related data on all customer jobs; connects to cost estimating package; provides workflow capability for job progression; generates reports showing job status as well as custom reports; records additional job information during production process; generates statistical reports on number of jobs, billed amounts, types of jobs, etc; and communicates job status to Customer Service.

Disposition: Temporary. Cut off 2 years after the date of last entry or when equipment is surplused. Destroy or delete 10 years after the date of the last entry or when equipment is surplused, whichever is applicable.

DispAuthNo: N1-059-10-17, item 8a **Date Edited:** 2/8/2011

A-06-017-08b	Copier Management Tracking System (C*Track)
---------------------	--

Description: b. Working Capital Fund Billing Files - Copiers

Includes Request for Acquisition of Copier (DS-1863) which provides funding authorization, and related correspondence.

Disposition: Temporary. Cut off when copier is disposed of. Destroy 5 years after disposal of copier.

DispAuthNo: N1-059-10-17, item 8b **Date Edited:** 2/8/2011

A-06-017-09	Distribution Database
--------------------	------------------------------

Description: Database includes addresses for all overseas embassies, consulates and missions, Department offices, and foreign embassies in the District where publications may be distributed. These lists are maintained by code and are used for distributing completed routine jobs. Lists for non-routine jobs are not retained.

Disposition: Temporary. Delete or destroy when superseded or no longer needed.

DispAuthNo: N1-059-10-17, item 9 **Date Edited:** 2/8/2011

Chapter 06: Bureau of Administration Records

Description: COLA is an application used by personnel in Department offices to enter data for length-of-service and other awards for Certificates produced by GPS. Customers enter data via a browser at their desktop. COLA stores all information entered on the Certificate, generates a billing estimate, and serves as a portal for GPS to view all active jobs and process them. The application also generates usage, billing, and statistical information, and weekly/monthly reports. Data is exported to a financial application used to produce and bill customers for completed work.

DispAuthNo: GRS 23, item 8 **Date Edited:** 2/8/2011

Description:	Includes name and contact information for key officers at U.S. embassies, consulates general, consulates, and missions abroad. Data is maintained online, and updated by geographic bureaus as changes occur.
---------------------	---

DispAuthNo: GRS 20, item 3b(4) **Date Edited:** 2/8/2011

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Directives Management

A-06-018-01a Regulatory and Procedural Issuance

Description: Series of regulatory and procedural issuances of the Department including the Foreign Affairs Manual, Foreign Affairs Handbook series, organization charts of the Department of State, and numbered delegations of authority.

a. One complete master set of each series of issuances, including handbooks, manuals, and organization charts. (ref. NC-059-75-14, items 1a and 5)

Disposition: Permanent. Retire to RSC when 10 years old for transfer to WNRC. Transfer to National Archives when 30 years old.

DispAuthNo: N1-059-95-4, item 29a **Date Edited:** 4/1/1999

A-06-018-01b Regulatory and Procedural Issuances

Description: Series of regulatory and procedural issuances of the Department including the Foreign Affairs Manual, Foreign Affairs Handbook series, organization charts of the Department of State, and numbered delegations of authority.

b. Extra copies.

Disposition: Destroy when superseded or when no longer needed for reference or distribution purposes. (ref. NC-59-75-14, item 1b)

DispAuthNo: N1-059-95-4, item 29b **Date Edited:** 4/1/1999

A-06-018-01c Regulatory and Procedural Issuances

Description: Series of regulatory and procedural issuances of the Department including the Foreign Affairs Manual, Foreign Affairs Handbook series, organization charts of the Department of State, and numbered delegations of authority.

c. Background and docket (log) files, consisting of docket sheets, draft issuances and related clearance memoranda and forms.

Disposition: Permanent. Retire to RSC when 10 years old for transfer to WNRC. Transfer to National Archives when 30 years old. (ref. NC-59-75-14, item 1c)

DispAuthNo: N1-059-95-4, item 29c **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-018-02	Regulations and Notices Published in the Federal Register
Description:	Background or docket cases, containing drafts, memoranda pertaining to the submission, clearance and approval of Departmental regulations and Public Notices to be published in the Federal Register.
Disposition:	Permanent. Retire to RSC when 10 years old for transfer to WNRC. Transfer to National Archives when 30 years old.
DispAuthNo:	NC-059-75-14, item 2
Date Edited:	4/1/1999
A-06-018-03	Policy and Procedure Files
Description:	Includes guidelines and procedures relating to directives, forms, correspondence and reports.
Disposition:	Permanent. Retire to RSC when 10 years old for transfer to WNRC. Transfer to National Archives when 30 years old.
DispAuthNo:	NC-059-75-14, item 3
Date Edited:	4/1/1999
A-06-018-04	Distribution Lists for Issuances
Description:	Lists showing number of issuances distributed to Departmental units and Foreign Service posts.
Disposition:	Destroy when superseded or obsolete.
DispAuthNo:	NC-059-75-14, item 4
Date Edited:	4/1/1999
A-06-018-05	Publication Projects Files
Description:	Correspondence, memoranda, reports and other papers on such projects as the U.S. Government Organization Manual, Congressional Directory, delegations of authority by Executive Order, Reports to Congress, etc.
Disposition:	Destroy when publications reissued.
DispAuthNo:	NC-059-75-14, item 8
Date Edited:	4/1/1999
A-06-018-06	Reporting Files
Description:	Case files on recurring administrative, interagency and Congressional reports.
Disposition:	Destroy 2 years after report is discontinued.
DispAuthNo:	NC-059-75-14, item 9
Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-018-07a **Forms Control Files**

Description: Copies of forms and form letters with related memoranda regarding their preparation, clearance or approval, or discontinuance; and related reproduction plates or mats.

a. One copy of each form and form letter with related memoranda on establishment or discontinuance.

Disposition: Permanent. Retire to RSC when 10 years old for transfer to WNRC. Transfer to National Archives when 30 years old.

DispAuthNo: NC-059-75-14, item 10a

Date Edited: 4/1/1999

A-06-018-07b **Forms Control Files**

Description: Copies of forms and form letters with related memoranda regarding their preparation, clearance or approval, or discontinuance; and related reproduction plates or mats.

b. Reproduction plates and mats.

Disposition: Destroy when related form is changed or discontinued.

DispAuthNo: NC-059-75-14, item 10b

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Office of Information Programs and Services (A/GIS/IPS) - Library

A-06-019-01a Library Program - Subject Files

Description: Correspondence, memorandums, reports, histories, speeches, and other documentation on the library covering items relating to acquisitions, audio cassettes recordings, books, cataloging, computerized check out, database research, electronic catalog, embassy commercial library program, facilities, foreign affairs, historical books, holdings, inter-library activities, library authors series, maps, microfilm and microfiche historical collections, monthly statistical workload reports, organizational moves, periodicals, policies, procedures, programs, publications, rare book program, reference services, resources, significant acquisitions, special collections, speeches, technical development, and other related subjects.

a. Historically Significant Topics - Arranged by TAGS and Terms.

Disposition: Cut off at end of each calendar year. Retain in Library until obsolete or no longer needed for reference use. (ref. NC1-59-80-21, item 1a)

DispAuthNo: N1-059-95-4, item 30a

Date Edited: 4/1/1999

A-06-019-01b Library Program - Subject Files

Description: Correspondence, memorandums, reports, histories, speeches, and other documentation on the library covering items relating to acquisitions, audio cassettes recordings, books, cataloging, computerized check out, database research, electronic catalog, embassy commercial library program, facilities, foreign affairs, historical books, holdings, inter-library activities, library authors series, maps, microfilm and microfiche historical collections, monthly statistical workload reports, organizational moves, periodicals, policies, procedures, programs, publications, rare book program, reference services, resources, significant acquisitions, special collections, speeches, technical development, and other related subjects.

b. Other Program Subject Files - Arranged by TAGS and Terms.

Disposition: Cut off at end of each calendar year. Destroy 3 years after cut off date.

DispAuthNo: N1-059-95-4, item 30b

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-019-02a **Procurement Files**

Description: Contracts, correspondence, purchase orders, requisitions, and other documentation on purchase orders covering administration, award, books, inspection, receipt, payment, periodicals, procurement, publishers, vendors, requisitions (Requisition for Equipment, Supplies, Furniture, Furnishings, or Services (OF-263)), and other related subjects.

a. Vendor File. Correspondence with publishers regarding the procurement of books, periodicals, etc.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-059-80-21, item 3

Date Edited: 4/1/1999

A-06-019-02b **Procurement Files**

Description: Contracts, correspondence, purchase orders, requisitions, and other documentation on purchase orders covering administration, award, books, inspection, receipt, payment, periodicals, procurement, publishers, vendors, requisitions (Requisition for Equipment, Supplies, Furniture, Furnishings, or Services (OF-263)), and other related subjects.

b. Chronological Files. Arrange by Purchase Order Number.

Disposition: Destroy when one year old or when no longer needed.

DispAuthNo: Non-Record

Date Edited: 4/1/1999

A-06-019-02c(1) **Procurement Files**

Description: c. Publications Procurement Files.

(1) General correspondence with organizational elements of the Department regarding purchase of books, periodicals, etc.

Disposition: Destroy when 3 years old.

DispAuthNo: NN-171-132, item 4a

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-019-02c(2) **Procurement Files**

Description: c. Publications Procurement Files.

(2) Contracts, requisitions, purchase orders and related papers pertaining to award, administration, receipt, inspection and payment.

Disposition: Destroy 3 years after final payment.

DispAuthNo: GRS 3, item 3a(2) **Date Edited:** 4/1/1999

A-06-019-02d(1) **Procurement Files**

Description: d. Post Files.

(1) Foreign Publications. Correspondence with posts requesting them to acquire certain foreign publications with related invoices, vouchers, etc.

Disposition: Destroy when 3 years old.

DispAuthNo: NN-171-132, item 5 **Date Edited:** 4/1/1999

A-06-019-02d(2) **Procurement Files**

Description: d. Post Files.

(2) Library Service. Correspondence with posts regarding post requests for publications including related requisitions.

Disposition: Destroy when 3 years old.

DispAuthNo: NN-171-132, item 6 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Office of Information Programs and Services (A/GIS/IPS) - Records Management

A-06-020-01 Records Management Program - Subject Files

Description: Correspondence, memorandums, telegrams, reports, studies, forms, and other documentation on records policies and management in the Department, field offices, and posts covering Authorization for the Removal of Personal Papers and Non-record Materials (DS-1904), classified information, consultations, electronic records, E-mail policy, fax policies, Inspector General reports, litigation, micro-records, Posts Reports, procedures, records maintenance and disposition, Records Management Handbook, Request for Records Disposition Authority (SF-115), Request to Transfer, Approval, and Receipt of Records to NARA (SF-258), Retirement of Records (DS-693B), security surveys, training, travel, and other related subjects.

Post files

Disposition: TEMPORARY. Cut off at end of each calendar year. Destroy when 6 years old.

DispAuthNo: N1-059-95-4, item 34a

Date Edited: 4/1/1999

A-06-020-02 Records Management Program - Subject Files

Description: Correspondence, memorandums, telegrams, reports, studies, forms, and other documentation on records policies and management in the Department, field offices, and posts covering Authorization for the Removal of Personal Papers and Non-record Materials (DS-1904), classified information, consultations, electronic records, E-mail policy, fax policies, Inspector General reports, litigation, micro-records, Posts Reports, procedures, records maintenance and disposition, Records Management Handbook, Request for Records Disposition Authority (SF-115), Request to Transfer, Approval, and Receipt of Records to NARA (SF-258), Retirement of Records (DS-693B), security surveys, training, travel, and other related subjects.

Domestic files

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy when 6 years old.

DispAuthNo: GRS 16, item 7

Date Edited: 2/25/2010

A-06-020-03 Records Disposition Files - Arranged by year, record group number, and NARA job number

Description: Request for Authority to Dispose of Records (SF-115), Acknowledgement of Request for Action (NA-13084), copies of Retirement of Records (DS-693B), signed copies of memorandums of concurrence, correspondence, memorandums, and other documentation on the disposition of Departmental and post records.

Disposition: TEMPORARY. Destroy 2 years after schedule is superseded or when no longer needed, whichever is later.

DispAuthNo: GRS 16, item 2a(1)

Date Edited: 2/25/2010

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-020-04 Record - Destruction Notices Files

Description: Retired Department records which are schedule for destruction by WNRC: Notice of Intent to Destroy (NA-13001) with date of notice, records disposal date, records description, accession number, disposal authority, volume, and location; Records Transmittal and Receipt (SF-135) with accession numbers, volume, box numbers, series description, disposal authority, disposal date, and location; memorandum of approval authorizing the destruction of the records signed by the office that created the records or its appropriate successor; and annotated correspondence and memorandums.

Disposition: TEMPORARY. Destroy 6 years after the related records are destroyed, or when no longer needed for reference purposes, whichever is later.

DispAuthNo: GRS 16, item 2a(2) **Date Edited:** 2/25/2010

A-06-020-05 SF-135 Files - Record Transfers to WNRC or NPRC

Description: Records Transmittal and Receipt (SF-135) with accession numbers, volume, box numbers, series description, disposal authority, disposal date, and location on records transferred to WNRC or the National Personal Records Center (NPRC) from RSC.

Copies of SF-135 used by the Department Central Research Staff, the Records Service Center, and the Records Management Staff.

Disposition: TEMPORARY. Destroy 6 years after the related records are destroyed or after the related records are transferred to the National Archives of the United States, whichever is applicable.

DispAuthNo: GRS 16, item 2a(2) **Date Edited:** 2/25/2010

A-06-020-06 DS-693 Files - Retirement of Records

Description: Master set of original DS-693s and DS-693Bs used by the Department Central Records Research Staff to authoritatively determine the official status of all Department and posts records retired. The DS-693s and DS-693Bs are also annotated to document each change in the status of the records whenever the changes occur. The forms cover office/agency box numbers, RSC lot numbers and space numbers, WNRC accession numbers, NARA job numbers, volume, security classification, records control schedule number, recommendations for disposition, general description of records including inclusive dates, office/post box number, box number, lot number assigned, and box contents list.

Disposition: PERMANENT. Use in Department as a master finding aid for researchers and scholars. Transfer to NARA when no longer needed for reference.

DispAuthNo: NC-059-75-17, item 3 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-020-07 Microimage Records Files

Description: Correspondence, memorandums, and other documentation on micro-records covering cameras, equipment, film, filming, microfiche, microfilm, Microfilm Library, photocopiers, quality controls, reader-printers, supplies, and other related subjects.

Disposition: TEMPORARY. Destroy when 3 years old.

DispAuthNo: N1-059-95-4, item 37

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Office of General Services Management

A-06-021-01 Foreign Service Employee Emergency Locator Records

Description: The purpose of this Employee Services Center database is to provide locator and emergency next of kin information that can be used when handling death cases for Foreign Service personnel, including liaison between the Department and surviving families. It can also be used for next of kin emergency notification in support of crisis and Task Force Operations and post evacuations, and for mail holding and forwarding information. Foreign Service personnel who wish to participate voluntarily provide all information. The database was recently opened to any U.S. Government employee who is assigned to a foreign post. Privacy restrictions apply. See State System 12, Foreign Service Employee Locator/Notification Records.

Disposition: TEMPORARY: See sub sections 01a through 01c(2) for specific dispositions.

DispAuthNo: N1-059-02-5, item 1 **Date Edited:** 7/16/2007

A-06-021-01a Foreign Service Employee Emergency Locator Records

Description: a. Inputs: Electronic and paper (OP-190 and DS-924) inputs containing name, agency, current post of assignment, Washington area address and telephone number, instructions for forwarding mail, names of dependents, and names of contacts for emergency purposes.

Disposition: TEMPORARY: Delete/destroy after input to the master file is verified.

DispAuthNo: N1-059-02-5, item 1a **Date Edited:** 7/16/2007

A-06-021-01b Foreign Service Employee Emergency Locator Records

Description: b. Master file: Contains general locator, mail and package forwarding address, dependent, and emergency notification information. Updated as needed by individual employee or authorized Employee Service Center personnel.

Disposition: TEMPORARY: Delete employee record 5 years after the employee resigns or retires.

DispAuthNo: N1-059-02-5, item 1b **Date Edited:** 7/16/2007

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-021-01c(1)	Foreign Service Employee Emergency Locator Records
Description:	c. Outputs: Hardcopy and/or soft copy display of employee record for returning employee review and update, for crisis list of employees at a particular site, or, for receptionist to answer queries as to the location of employees who have given permission for release of information.
Disposition:	TEMPORARY: Destroy/delete when no longer needed by employee or Employee Services Center authorized personnel.
DispAuthNo:	N1-059-02-5, item 1c(1) Date Edited: 7/16/2007
A-06-021-01c(2)	Foreign Service Employee Emergency Locator Records
Description:	c. Output: CD-ROM containing employee records of those individuals who have not modified their master file record for a period of five years. Employee record is returned to the master file upon updating of the record.
Disposition:	TEMPORARY: Delete employee record 5 years after the employee resigns or retires.
DispAuthNo:	N1-059-02-5, item 1c(2) Date Edited: 7/16/2007
A-06-021-02a	Leave Data - Departure for Post (DS-1552) File
Description:	a. File contains paper copies of Form DS-1552 prepared and verified by the employee and Employee Services Center personnel. Form DS-1552 is submitted as the initial step in the process of transferring pay and leave authority from domestic payroll in Washington to the overseas payroll center in Charleston, SC upon employee departure for post. Forms are filed in alphabetical order by month.
Disposition:	TEMPORARY: Cutoff at end of calendar year. Maintain in current file area for 2 years and destroy.
DispAuthNo:	N1-059-02-5, item 2a Date Edited: 7/16/2007
A-06-021-02b	Leave Data - Departure for Post (DS-1552) File
Description:	b. Electronic copies produced on electronic mail or word processing systems.
Disposition:	TEMPORARY: Delete once recordkeeping copy has been produced.
DispAuthNo:	N1-059-02-5, item 2b Date Edited: 7/16/2007

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-021-03a **Leave, Travel, and Consultation Status (DS-1707) File**

Description: a. File contains paper copies of Form DS-1707, which are prepared and verified by the employee and Employee Services Center. This form is sent to the Personnel Technician and used to transfer the employee to domestic payroll, and initiate any appropriate locality pay. The DS-1707 also reconciles all leave and travel. Forms are filed in alphabetical order by month.

Disposition: TEMPORARY: Cutoff at end of calendar year. Maintain in current file area for 2 years and destroy.

DispAuthNo: N1-059-02-5, item 3a **Date Edited:** 7/16/2007

A-06-021-03b **Leave, Travel, and Consultation Status (DS-1707) File**

Description: b. Electronic copies produced on electronic mail or word processing systems.

Disposition: TEMPORARY: Delete once recordkeeping copy has been produced.

DispAuthNo: N1-059-02-5, item 3b **Date Edited:** 7/16/2007

A-06-021-04a **Death Case File**

Description: a. File contains information used for handling death while in-service cases for both Foreign Service and Civil Service personnel, including notification of next of kin, and liaison between the Department and surviving families. Consists of copies of memorandums and letters for benefits, and life insurance forms.

Disposition: TEMPORARY: Destroy 20 years after case is closed.

DispAuthNo: N1-059-02-5, item 4a **Date Edited:** 7/16/2007

A-06-021-04b **Death Case File**

Description: b. Electronic copies produced on electronic mail or word processing systems.

Disposition: TEMPORARY: Delete once recordkeeping copy has been produced.

DispAuthNo: N1-059-02-5, item 4b **Date Edited:** 7/16/2007

A-06-021-05 **General Services Policy and Procedures File**

Description: Consists of memoranda, studies and reports on significant plans, decisions and problems concerning the buildings management program.

Disposition: TEMPORARY: Hold in current file area and destroy previous versions when superseded or revised policies or procedures are received.

DispAuthNo: N1-059-03-10, item 1 **Date Edited:** 8/2/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-021-11 General Administrative Subject Files.

Description: Contains information about general program and administrative functions such as memoranda, inventory information, program history articles from State Newsletter and State Magazine.

Disposition: DISPOSITION: Cutoff at end of calendar or fiscal year. Hold in current file area for 2 years and then retire to Records Service Center. Destroy 5 years after cutoff.

DispAuthNo: N1-059-03-10, item 6

Date Edited: 7/27/2005

A-06-021-12 Operations Support Correspondence File

Description: Contains correspondence, forms and schedules pertaining to the use and control of all operations support, including but not limited to: auditoriums and conference rooms, parking and flag requests.

Disposition: TEMPORARY: Cutoff at end of quarter. Delete/destroy 1 year after cutoff.

DispAuthNo: N1-059-03-10, item 5

Date Edited: 7/27/2005

A-06-021-13 Internal Control Purchase File

Description: Contains copies of documentation sent from Diplomatic Reception Rooms to the Bureau of Resource Management for payment action. Consists primarily of memoranda and invoices.

Disposition: TEMPORARY: Cutoff annually. Delete/destroy 5 years after cutoff.

DispAuthNo: N1-059-03-10, item 2

Date Edited: 7/21/2005

A-06-021-14 Diplomatic Reception Room Control Files

Description: Consists of correspondence, forms and schedules pertaining to the use and control of the Diplomatic Functions Area. Also includes monthly use reports that identify the type of event, the host, caterers, etc.

Disposition: TEMPORARY: Hold in current file area and destroy when 5 years old.

DispAuthNo: N1-059-03-10, item 3

Date Edited: 7/21/2005

A-06-021-15a Statistical Reports

Description: Daily reports concerning the activities of the office.

Disposition: TEMPORARY: Cutoff at end of month. Delete/destroy one month after cutoff.

DispAuthNo: N1-059-03-10, item 4a

Date Edited: 7/21/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-021-15b **Statistical Reports**

Description: Monthly reports concerning the activities of the office.

Disposition: TEMPORARY: Cutoff at end of quarter. Delete/destroy one year after cutoff.

DispAuthNo: N1-059-03-10, item 4b **Date Edited:** 7/21/2005

A-06-021-15c **Statistical Reports**

Description: Annual reports concerning the activities of the office.

Disposition: TEMPORARY: Cutoff at end of calendar year. Delete/destroy 5 years after cutoff. (NN-171-66, item 11)

DispAuthNo: N1-059-03-10, item 4c **Date Edited:** 7/27/2005

A-06-021-17 **FLEET MANAGEMENT****Motor Transportation General Correspondence Files**

Description: Contains correspondence and related data pertaining to the maintenance and operation of motor vehicles not otherwise provided for in this schedule.

Disposition: TEMPORARY: Hold in current files area and destroy when 2 years old.

DispAuthNo: N1-059-03-10, item 7 **Date Edited:** 7/21/2005

A-06-021-18 **Motor Vehicle Maintenance and Repair File**

Description: Consists of automotive and maintenance and repair bills arranged by vendor and by vehicle number.

Disposition: TEMPORARY: Maintain for life of vehicle. Cutoff after vehicle is disposed. Delete/destroy 6 months after cutoff.

DispAuthNo: N1-059-03-10, item 8 **Date Edited:** 7/21/2005

A-06-021-19 **Imprest Fund Records**

Description: Contains vouchers and supporting documents related to motor transportation operations.

Disposition: TEMPORARY: Cutoff at end of fiscal year. Delete/destroy 6 months after cutoff.

DispAuthNo: N1-059-03-10, item 9 **Date Edited:** 7/21/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-021-20a	Motor Vehicle Operating Reports and Statistics
Description:	Daily Vehicle Reports
Disposition:	TEMPORARY: Cutoff at end of month. Delete/destroy 3 months after cutoff.
DispAuthNo:	N1-059-03-10, item 10a
Date Edited:	7/21/2005
A-06-021-20b	Motor Vehicle Operating Reports and Statistics
Description:	Weekly and Monthly Operating Statistics
Disposition:	TEMPORARY: Cutoff at end of month. Delete/destroy when 1 year old.
DispAuthNo:	N1-059-03-10, item 10b
Date Edited:	7/21/2005
A-06-021-20c	Motor Vehicle Operating Reports and Statistics
Description:	Annual Reports.
Disposition:	TEMPORARY: Cutoff at end of fiscal year. Delete/destroy 3 years after cutoff.
DispAuthNo:	N1-059-03-10, item 10c
Date Edited:	7/21/2005
A-06-021-21	Gasoline and Car Wash Tickets and Related Paid Invoices
Description:	Contains copies of gas, oil, and wash tickets and related paid invoices.
Disposition:	TEMPORARY: Cutoff at end of fiscal year. Delete/destroy 6 months after cutoff.
DispAuthNo:	N1-059-03-10, item 11
Date Edited:	7/21/2005
A-06-021-22a	Motor Vehicle Accident File
Description:	Contains records related to motor vehicle accidents maintained by transportation office, including motor vehicle accident report, statements of drivers and witnesses, and investigative and other related reports.
	If damage to vehicle.
Disposition:	TEMPORARY: Maintain for life of vehicle. Destroy 6 months after disposal of vehicle.
DispAuthNo:	N1-059-03-10, item 12a
Date Edited:	7/21/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-021-22b Motor Vehicle Accident File

Description: Contains records related to motor vehicle accidents maintained by transportation office, including motor vehicle accident report, statements of drivers and witnesses, and investigative and other related reports.

If serious bodily injury, death, or major property damage.

Disposition: TEMPORARY: Cutoff after accident or claim is settled. Delete/destroy 7 years after accident or settlement of claim, whichever is later.

DispAuthNo: N1-059-03-10, item 12b

Date Edited: 7/21/2005

A-06-021-23a AUDIOVISUAL SERVICES

Official State Department Photography

Description: Contains negatives relating to the foreign affairs of the U.S., high level or significant State Department personnel and foreign officials. Arrange chronologically or numerically by date of negative and job number. File growth averages 334 negatives or two cubic feet per year with about 1670 negatives currently on hand. 1993 to present.

Disposition: PERMANENT: Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer (with associated log) immediately to NARA.

DispAuthNo: N1-059-03-10, item 13a

Date Edited: 7/22/2005

A-06-021-23b Official State Department Photography

Description: Contains digital images generated (scanned) from negatives relating to the foreign affairs of the U.S., high level or significant State Department personnel and foreign officials. Arrange chronologically or numerically by date of negative and job number.

Disposition: PERMANENT: Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer (with associated log) immediately to NARA.

DispAuthNo: N1-059-03-10, item 13b

Date Edited: 7/22/2005

A-06-021-23c Official State Department Photography

Description: Original digital (born digital) images relating to the foreign affairs to the U.S., high level or significant State Department personnel and foreign officials. Arrange chronologically and numerically by date of scanned image and job number.

Disposition: PERMANENT: Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer (with associated log) immediately to NARA.

DispAuthNo: N1-059-03-10, item 13c

Date Edited: 7/22/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-021-23d Official State Department Photography

Description: Assignment logs, indexes, or other finding aids in hard copy and/or in electronic form providing access to the negatives and digital images.

Disposition: PERMANENT: Transfer to NARA with the corresponding negatives and/or digital images in items 23a through 23c.

DispAuthNo: N1-059-03-10, item 13d **Date Edited:** 7/22/2005

A-06-021-23e Official State Department Photography

Description: Contains uncaptioned negative and/or digital images of routine award ceremonies, social events, activities, not related to the mission of the Department, personnel identification or passport images, and other routine administrative or personnel related to the Department mission. (N1-059-92-18, item 1c)

Disposition: TEMPORARY: Distribute to requesting office or delete/destroy when no longer needed for reference.

DispAuthNo: N1-059-03-10, item 13e **Date Edited:** 7/22/2005

A-06-021-24a VIDEO PRODUCTION

Video Master File

Description: Video master productions of internal communication programs that are informational, routine and non-substantive in content, such as "How to" -type and scripted event video productions. Masters are produced on Betacam SP, SVHS, digibeta tape format. Subject and/or events are arranged chronologically with number. 1995 to present.

Disposition: TEMPORARY: Maintain master in current file area for 5 years, then degauss, and recycle tapes.

DispAuthNo: N1-059-03-10, item 14a **Date Edited:** 7/22/2005

A-06-021-24b Video Master File

Description: Video master productions of internal communication programs that are substantive in content or document significant events such as Secretary Town Meetings in response to terrorist attackers. Masters (since 1995) are produced on Betacam SP, SVHS, digibeta tape format. Subject and/or events are arranged chronologically with number. 1995 to present.

Disposition: PERMANENT: Maintain master in current file area for 10 years and then transfer the master and one copy to the National Archives in 2-year blocks.

DispAuthNo: N1-059-03-10, item 14b **Date Edited:** 7/22/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-021-24c	Video Master File		
Description:	Duplicate Copy for Public Dissemination.		
Disposition:	TEMPORARY: Transfer upon request to the National Technical Information Service (NTIS).		
DispAuthNo:	N1-059-03-10, item 14c	Date Edited:	7/22/2005
A-06-021-25a	Field Footage File		
	Significant Field Footage.		
Description:	Contains material that may or may not have been used in production. Produced on Betacam SP, SVHS, digibeta tape format.		
	Material documenting significant people, places, or events.		
Disposition:	PERMANENT: Maintain in current file area for 10 years. Then transfer to NARA in 2-year blocks.		
DispAuthNo:	N1-059-03-10, item 15a	Date Edited:	7/22/2005
A-06-021-25b	Field Footage File		
	Routine Field Footage File.		
Description:	Contains material that may or may not have been used in production. Produced on Betacam SP, SVHS, digibeta tape format.		
	Material that does not document any significant people, place, or event.		
Disposition:	TEMPORARY: Degauss and recycle tapes when no longer needed.		
DispAuthNo:	N1-059-03-10, item 15b	Date Edited:	7/22/2005
A-06-021-26	Script File		
Description:	Consists of written specifications for video production. Includes such things as setting, action and camera coverage, dialogue, narration and an audio portion that addresses music and sound effects. Also includes script approvals signed by Department of State internal clients.		
Disposition:	TEMPORARY: Destroy video production copy upon completion of project and transfer original script to internal client.		
DispAuthNo:	N1-059-03-10, item 16	Date Edited:	7/22/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-021-27 Equipment Inventory Files

Description: Contains copies of equipment requisitions and related documentation for current inventory.

Disposition: TEMPORARY: Destroy 2 years after discontinuance of equipment item, 2 years after stock balance is transferred to new inventory or 2 years after equipment is removed from Department control.

DispAuthNo: N1-059-03-10, item 17

Date Edited: 7/22/2005

A-06-021-28 Finding Aids (Index)

Description: Finding aids for identification, retrieval, or use of video master and raw footage records. Contains such information as name of tape, date produced, topic, domestic or overseas, tape format, and name of client.

Disposition: PERMANENT: Transfer to NARA with disposition of video master and field footage files.

DispAuthNo: N1-059-03-10, item 18

Date Edited: 7/22/2005

A-06-021-29 ART BANK PROGRAM

Art Bank Program Vendor Files

Description: Contains copies of documents related to the purchase of artwork and framing materials from vendors. Includes purchase orders, bank check/credit receipts for supplies, Art Bank Program vendor orders, shipping and receiving reports, vendor invoices, final credit card statements. Arranged alphabetically by vendor name in fiscal year order.

Disposition: TEMPORARY: Cutoff at end of fiscal year. Delete/destroy 5 years after cutoff.

DispAuthNo: N1-059-03-10, item 19

Date Edited: 7/22/2005

A-06-021-30 Source File

Description: Contains information about the artwork represented by source including brochures and visuals of art. Used only for reference purposes.

Disposition: TEMPORARY: Maintain in current file area until no longer needed for informational purposes and then destroy.

DispAuthNo: N1-059-03-10, item 20

Date Edited: 6/15/2009

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-021-31 Artist Background and Appraisal Files

Description: Loose leaf binders containing artist biographies, catalogues, articles, print documents, and other printed information about the art work. Files are provided to prospective clients and are used by art appraisers and Art Bank staff. Arranged alphabetically.

Disposition: TEMPORARY: Destroy when superseded by updated information.

DispAuthNo: N1-059-03-10, item 21

Date Edited: 7/22/2005

A-06-021-32 Total Database (Macintosh)

Description: Database operates under Macintosh Filemaker Pro SW. It is used by the Art Bank to manage the acquisition and use of artwork available for bureaus/offices to borrow. Elements include unique registration number, title, artist, date of artwork, print number, physical size, media details, art characteristics, glazing information, documentation type, and acquisition and current market value of artwork.

Disposition: TEMPORARY: see items 32a through 32d for specific dispositions.

DispAuthNo: N1-059-03-10, item 22

Date Edited: 7/22/2005

A-06-021-32a(1) Inputs

Description: Documents or forms used to create, update, or modify the records in the database that are required for audit or legal purposes.

Disposition: TEMPORARY: File with related records after information has been entered into the system and verified; delete/destroy in accordance with related vendor or source files.

DispAuthNo: N1-059-03-10, item 22a(1)

Date Edited: 7/22/2005

A-06-021-32a(2) Inputs

Description: Documents or forms used to create, update, or modify the records in the database and not required for audit or legal purposes.

Disposition: TEMPORARY: Delete/destroy after the information has been entered into the database and verified.

DispAuthNo: N1-059-03-10, item 22a(2)

Date Edited: 7/22/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-021-32b	Database
Description:	Consists of Borrowers Activity File (location history), Condition and Conservation File, Bureaus and Image files. Electronic records are derived from hard copy documents or forms that are subsequently filed in the Vendor File, the Source File, or the Subject Files.
Disposition:	TEMPORARY: Retain for duration artwork is owned by GSM. When artwork is disposed, move data to inactive status. Delete when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.
DispAuthNo:	N1-059-03-10, item 22b
	Date Edited: 7/22/2005
A-06-021-32c(1)(a)	OUTPUTS
	Fiscal Year Statistical Report.
Description:	Reports. Ad-hoc and scheduled system generated reports related to penalties for loss, the purchase and loan of artwork, borrowers of artwork, amount of financial contribution by components, title and location of art, and work activities.
Disposition:	TEMPORARY: Cutoff at end of fiscal year. Delete/destroy 3 years after cutoff.
DispAuthNo:	N1-059-03-10, item 22c(1)(a)
	Date Edited: 7/25/2005
A-06-021-32c(1)(b)	Semi-annual Inventory Report.
Description:	Used by Art Bank staff to conduct twice annual Department-wide inventory of the artworks on exhibit.
Disposition:	TEMPORARY: Delete/destroy when superseded by new inventory report or when no longer needed for administrative purposes.
DispAuthNo:	N1-059-03-10, item 22c(1)(b)
	Date Edited: 7/25/2005
A-06-021-32c(2)	Labels
Description:	System generated labels used for inventory and identification purposes.
Disposition:	TEMPORARY: Affix label to artwork. Destroy label when artwork is disposed of.
DispAuthNo:	N1-059-03-10, item 22c(2)
	Date Edited: 7/25/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-021-32d Documentation

Description: Documents that provide a narrative description of the electronic system or physical and technical characteristics of the records, including a record layout that describes each field including its name, size, starting or relative position; and a description of the form of the data. Also includes a data dictionary or the equivalent information associated with a database management system., including a description of the relationship between data elements in databases, and any other technical information needed to read or process the records. System documentation may include such items as manuals and software update documentation.

Disposition: TEMPORARY: Cutoff when the system is superseded and/or replaced. Delete/destroy 2 years after cutoff or when no longer needed for reference, whichever is later.

DispAuthNo: N1-059-03-10, item 22d **Date Edited:** 7/25/2005

A-06-021-33 AUTHENTIFICATIONS

Document Authentication, Retrieval, and Tracking System (DARTS)

Description: The DARTS application software is used by the Authentications Office to facilitate the document authentication, retrieval, and tracking responsibilities of the office.

Disposition: TEMPORARY: see items 33a(1) through 33d for specific dispositions.

DispAuthNo: N1-059-03-10, item 23 **Date Edited:** 7/27/2005

A-06-021-33a(1) Inputs.

Description: Authentication Requests.

Authentication Requests received from private individuals, Federal agencies, organizations, and foreign governments, consists of letters requesting authentication of documents. General information is entered into the database as part of the authentication and analysis process prior to returning the original documents to the sender.

Disposition: TEMPORARY: Return to sender after information is entered into the system and verified.

DispAuthNo: N1-059-03-10, item 23a(1) **Date Edited:** 7/25/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-021-33a(2) Record of Fees

Description: The name of person, number of documents, company or agency requesting authentication services, amount of money deposited and whether a check, cash, money order or credit card was used.

Disposition: TEMPORARY: Verify accuracy of data input. Destroy after GAO audit or when 5 years old, whichever is sooner.

DispAuthNo: N1-059-03-10, item 23a(2) **Date Edited:** 7/25/2005

A-06-021-33b(1) DARTS Master File

Description: Normal Certification.

Contains information extracted from documents associated with authentication requests. Current and previous year data are maintained on-line.

Disposition: TEMPORARY: Cutoff at end of fiscal year. Transfer to archive tape when two years old. Maintain off-line for 3 years or until no longer needed for current business operations, whichever is later. Delete tape upon notification by supervisor.

DispAuthNo: N1-059-03-10, item 23b(1) **Date Edited:** 7/25/2005

A-06-021-33b(2) Apostilles Database

Description: Contains information needed for certificate issued by the Authentication Office for documents that are destined for use in countries as specified in the Treaty Abolishing requirements of Legislation for Foreign Public Documents that became effective October 15, 1981. Article 7 of the treaty indicates that a register must be kept.

Disposition: TEMPORARY: Cut off at the end of 5 years, transfer to magnetic tape and maintain in tape library. Transfer to WNRC two years after cutoff. Delete 13 years after transfer to WNRC. Note: To maintain readability of data, refresh/migrate data according to media industry standards.

DispAuthNo: N1-059-03-10, item 23b(2) **Date Edited:** 7/25/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-021-33c(1) **Outputs**

Description: Receipts.

Receipts include the following information: name of requester, company or agency who requested authentication services, the number of documents authenticated, payment and form of payment received.

Disposition: TEMPORARY: Produce receipt after information is input and verified. Return receipt and original documents submitted for authentication to requester.

DispAuthNo: N1-059-03-10, item 23c(1) **Date Edited:** 7/25/2005

A-06-021-33c(2) **Monthly and Other Reports**

Description: Using the reports function of DART produce a variety of reports including record of total number of documents authenticated each month, customers who have received over the counter and mail service each month, and fees. Also provides report of total number of documents received by mail and over the counter.

Disposition: TEMPORARY: Destroy when 5 years old.

DispAuthNo: N1-059-03-10, item 23c(2) **Date Edited:** 7/25/2005

A-06-021-33c(3)(a) **Certifications**

Description: Normal Certification Certificates

System generated certificates issued by the Authentication Office certifying the authenticity of the documents.

Disposition: TEMPORARY: Produce certificate. Transmit to requester.

DispAuthNo: N1-059-03-10, item 23c(3)(a) **Date Edited:** 7/25/2005

A-06-021-33c(3)(b) **Apostilles**

Description: System generated certificates issued by the Authentication Office certifying the authenticity of the documents.

Disposition: TEMPORARY: Produce certificate. Transmit to requester.

DispAuthNo: N1-059-03-10, item 23c(3)(b) **Date Edited:** 7/27/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-021-33d	Documentation
Description:	DARTS software user guide
Disposition:	TEMPORARY: Delete/destroy when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.
DispAuthNo:	N1-059-03-10, item 23d
Date Edited:	7/25/2005
A-06-021-34	Undeliverable Cases
Description:	Contains authenticated documents, letters of instruction on authentication procedures for powers of attorney, invitations, birth, marriage and death certificates, letters of inheritance, affidavits of support, original and copies of transcripts and diplomats. Material has been returned as undeliverable, and there has been no follow up by the requestor.
Disposition:	TEMPORARY: Cutoff at end of month in which document is returned. Delete/destroy 1 year after cutoff.
DispAuthNo:	N1-059-03-10, item 24
Date Edited:	7/26/2005
A-06-021-35	Copies of Certificates of Deposit
Description:	File contains copies of the original certificates, which are sent to Bureau of Resource Management (RM) for processing.
Disposition:	TEMPORARY: Destroy when 3 years old.
DispAuthNo:	N1-059-03-10, item 25
Date Edited:	7/26/2005
A-06-021-36	Precedent Cases
Description:	Contains background material concerning the Amendatory Act approved September 15, 1789 designating the Secretary of State to authenticate using the seal of office. Also includes policies, procedures and precedent uses of the seal.
Disposition:	TEMPORARY: Retire to RSC when 5 years old. Retain for 25 years.
DispAuthNo:	N1-059-03-10, item 26
Date Edited:	7/26/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-021-37	Electronic Mail and Word Processing System Copies
Description:	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.
Disposition:	TEMPORARY: see items 37a and b for specific disposition.
DispAuthNo:	N1-059-03-10, item 27 Date Edited: 7/26/2005
A-06-021-37a	Electronic Mail and Word Processing System Copies
Description:	Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.
Disposition:	TEMPORARY: Delete within 180 days after the recordkeeping copy has been produced.
DispAuthNo:	N1-059-03-10, item 27a Date Edited: 7/26/2005
A-06-021-37b	Electronic Mail and Word Processing System Copies
Description:	Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.
Disposition:	TEMPORARY: Delete when dissemination, revision, or updating is completed.
DispAuthNo:	N1-059-03-10, item 27b Date Edited: 7/27/2005
A-06-021-38	Boycott Requests
Description:	Requests which violate the Export Administrative Act of 1979.
Disposition:	Destroy when 7 years old.
DispAuthNo:	N1-059-87-2, item 5 Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

G-8 Summit Planning Organization

A-06-025-01 Executive Director - Program Files

Description: Includes reports, email messages, background material, and correspondence documenting the activities related to the unique, substantive functions for which the SPO is responsible. Arranged by subject.

Disposition: TEMPORARY. Cut off at end of the Summit. Retain in office area until completion and publication of after action report and retire to Records Service Center. Delete/destroy 10 years after cut off.

DispAuthNo: N1-059-04-1, item 1 **Date Edited:** 4/8/2005

A-06-025-02 Executive Director - After-Action Report Arranged by function

Description: Report with annexes detailing the activities of each of the Summit Planning Organization functional areas (administration, liaison, communications, accommodations, etc.). The report which is organized by function, documents the activities of the SPO, and serves as a "lessons learned" resource for future summit planning.

Disposition: TEMPORARY. Retire to the Records Service Center upon completion of the Summit and publication of the report. Delete/destroy when 10 years old or when superseded by report of the next U.S. hosted Summit, whichever is sooner.

DispAuthNo: N1-059-04-1, item 2 **Date Edited:** 4/8/2005

A-06-025-03 Executive Director - Daily Activity Records

Description: Files include calendars, appointment books, schedules, logs, diaries, and other records documenting minutes, appointments, telephone calls, trips, visits, and other activities while serving in an official capacity.

Disposition: TEMPORARY: See sub sections 03a and b for specific dispositions.

DispAuthNo: N1-059-04-1, item 3 **Date Edited:** 7/16/2007

A-06-025-03a Executive Director - Daily Activity Records

Description: a. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, excluding records relating to official activities of high-level officials.

Disposition: TEMPORARY: Cut off at end of the Summit. Retain in office area until completion of after-action report and retire to Records Service Center. Delete/destroy 2 years after cut off.

DispAuthNo: GRS 23, item 5a **Date Edited:** 4/8/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-025-03b Executive Director - Daily Activity Records

Description: b. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into official files, excluding records related to official activities of high-level officials

Disposition: TEMPORARY: Delete/destroy when no longer needed for convenience or reference.

DispAuthNo: GRS 23, item 5b

Date Edited: 4/8/2005

A-06-025-04 Deputy Executive Director - Program Files

Description: Includes reports, email messages, memoranda, background material, and general correspondence documenting the activities related to the unique, substantive functions for which the SPO is responsible. Topics include such things as Core Week Schedule, non-government organizations, special interest groups, action item follow-up, administration and internal SPO policy, personnel issues, etc. Arranged by subject.

Disposition: TEMPORARY: Cut off at end of summit. Retain in office area until completion of after action report. Delete/destroy upon completion and publication of after action report.

DispAuthNo: N1-059-04-1, item 4

Date Edited: 4/8/2005

A-06-025-05 Deputy Executive Director - Meeting Minutes

Description: File contains email, transcripts, or written copies of minutes, agenda, list of attendees, proposals submitted for consideration, action items and final recommendations of meetings with SPO staff, Interagency Governmental Task Force, and other forums involved in summit planning. Arranged by topic or organization.

Disposition: TEMPORARY: Cut off at end of the Summit. Retain in office area until completion of after action report. Delete/destroy upon completion of after action report.

DispAuthNo: N1-059-04-1, item 5

Date Edited: 4/8/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-025-06 General Counsel - Program Files

Description: Includes reports, email messages memoranda, background material, and general correspondence documenting the legal advice provided SPO staff relative to the functions for which the SPO is responsible. Topics can include such areas as Host and Legacy Committee liaison, contract reviews, ethics questions, first amendment issues, Privacy Act statement for website, trademark issues related to G-8 logo, and interpretations of laws. Arranged by subject within each SPO function.

Disposition: TEMPORARY: Cut off at end of the Summit. Retain in office area until completion of after action report. Delete/destroy upon completion of after action report.

DispAuthNo: N1-059-04-1, item 6

Date Edited: 4/14/2005

A-06-025-07 Functional Director - Functional Director Files

Description: Files contain information about Director and staff officer activities related to domestic and international liaison, operations, communications, events, credentialing, accommodations, information technology, and administration, including liaison with State Bureau of Administration. Includes copies of correspondence, progress reports, publications, drafts of documents, background data and reference materials. Arranged by subject or country within each functional area.

Disposition: TEMPORARY: Cut off at conclusion of project or assignment. At end of the Summit screen out documents for inclusion in the appropriate official file. Delete/destroy remainder of file when projects, assignments, and after action report are completed. (ref. N1-59-89-25, item 15)

DispAuthNo: N1-059-04-1, item 7

Date Edited: 4/8/2005

A-06-025-08 Functional Director - Video Recordings

Description: Programs produced by and acquired from outside sources. Videos are to be used for the purpose of informing the public about the planning of events related to the G-8 Summit.

Disposition: TEMPORARY: Cut off at end of the Summit. Retain in office area until completion and publication of after action report and retire to Records Service Center. Delete/destroy 10 years after cut off.

DispAuthNo: N1-059-04-1, item 8

Date Edited: 4/8/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

**A-06-025-09 Functional Director - G-8 Summit Planning Organization
Web site (<http://www.g8usa.gov/>) Records**

Description: The G-8 web site is intended to disseminate information (available in other forms) to the public, to report on the activity and operation of the web site, and to collect information needed to complete preparations for the Summit. The website will also collect information, including some personal information, required for the issuance of the Summit credentials. This information will be processed in accordance with the provisions set forth in Department of State Privacy Act System of Records, STATE-36, Security Records. In addition, information is collected for statistical purposes and software programs are used to monitor network traffic to identify unauthorized attempts to upload or change information or otherwise cause damage.

Disposition: TEMPORARY: See sub sections 09a through d for specific dispositions.

DispAuthNo: N1-059-04-1, item 9

Date Edited: 7/16/2007

**A-06-025-09a Functional Director - G-8 Summit Planning Organization
Web site (<http://www.g8usa.gov/>) Records**

Description: a. g8usa.gov Web site Archives

Includes a paper copy of all screen printouts of web site pages at any given point in time. The printouts are copies of content material as actually seen by a user as of a specific date. The web site serves as a static repository for summit planning information and will be taken down at the conclusion of the Summit.

Disposition: TEMPORARY: Cut off at end of the Summit. Hold printouts in current file area until completion of after action report and retire to Records Service Center. Delete/destroy 10 years after cut off.

DispAuthNo: N1-059-04-1, item 9a

Date Edited: 4/8/2005

**A-06-025-09b Functional Director - G-8 Summit Planning Organization Web Site
(<http://www.g8usa.gov/>) Records**

Description: b. g8usa.gov Web site Content Records

Electronic records documenting the content of the g8usa.gov web site. This includes, but will not be limited to personal information on all individuals who have or seek credentials e.g., delegates, media, staff, vendors, etc. who need access to Summit venues (typically those that have designated as NSSE (National Special Security Event) venues). Other information collected includes data about a persons visit to the web site. Any personal information an individual provides in an email message will only be used to respond to the email.

Disposition: TEMPORARY: Cut off at end of the Summit. Hold records until completion of after action report or superseded by updated information. Retire to Records Service Center upon completion of after action report and delete/destroy 3 years after cut off.

DispAuthNo: N1-059-04-1, item 9b

Date Edited: 4/8/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-025-09c	Functional Director - G-8 Summit Planning Organization Web Site (http://www.g8usa.gov/) Records
Description:	c. g8usa.gov Feedback and Statistical Reports Electronic records that contain all comments and feedback from web site users. There is also another set of reports, which contain utilization statistics on the web site.
Disposition:	TEMPORARY: Cut off at end of the Summit. Upon completion of after action report retire to Records Service and delete/destroy data 3 years after cut off.
DispAuthNo:	N1-059-04-1, item 9c Date Edited: 4/8/2005
A-06-025-09d	Functional Director - G-8 Summit Planning Organization Web Site (http://www.g8usa.gov/) Records
Description:	d. g8usa.gov Maintenance and Operations Records Paper and electronic records documenting g8usa.gov web site maintenance, operations, and program administration.
Disposition:	TEMPORARY: Cut off at end of the Summit. Upon completion of after action report retire to Records Service Center and delete/destroy records 3 years after cut off.
DispAuthNo:	N1-059-04-1, item 9d Date Edited: 4/8/2005
A-06-025-10	Functional Director - Duplicate Personnel Files
Description:	Supervisor personnel files containing correspondence, memoranda, resumes, forms, and other records relating to positions, authorizations, pending actions, copies of position descriptions, and records on individual employees duplicated in or not appropriate for the employees Official Personnel Folder.
Disposition:	TEMPORARY. Review at end of summit and destroy superseded or obsolete documents; or delete/destroy file relating to an employee within 1 year after separation or completion of summit.
DispAuthNo:	GRS 1, item 18a Date Edited: 4/8/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-025-11 Functional Director - Time and Attendance Source Records

Description: All time and attendance records upon which leave input data is based, such as sign-in sheets, Time and Attendance Reports, Authorization of Premium Compensation; TATEL/PC (draft and final report); Leave Statements; flexible records, and leave applications for jury and military duty. Records may be in either paper or electronic form.

Originating office

Disposition: The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice.
TEMPORARY. Cut off files annually. Retire to Records Service Center.
Delete/destroy after GAO audit or when 6 years old, whichever is sooner.

DispAuthNo: GRS 2, item 7 **Date Edited:** 4/8/2005

A-06-025-12a Functional Director - Leave Slips - Application for Leave

Description: Includes requests for and approvals of leave.

If timecard or TATEL draft has been initialed by employee.

Disposition: The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice.
TEMPORARY. Delete/destroy leave slip at end of following pay period.

DispAuthNo: GRS 2, item 6a **Date Edited:** 4/8/2005

A-06-025-12b Functional Director - Leave Slips - Application for Leave

Description: If timecard or TATEL draft has not been initialed by employee.

Disposition: The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice.
TEMPORARY. Delete/destroy leave slip after GAO audit or when 3 years old, whichever is sooner.

DispAuthNo: GRS 2, item 6b **Date Edited:** 4/8/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-025-13 Functional Director - Budget Background Records

Description: Includes cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating office copies of reports submitted to budget offices.

Disposition: TEMPORARY: Delete/destroy 1 year after the close of the fiscal year covered by the budget.

DispAuthNo: GRS 5, item 2 **Date Edited:** 4/8/2005

A-06-025-14 Functional Director - Financial Plans

Description: Financial plans and related worksheets, reports, and communications.

Disposition: TEMPORARY: Delete/destroy 3 years after close of fiscal year in which prepared.

DispAuthNo: N1-059-04-1, item 14 **Date Edited:** 7/16/2007

A-06-025-15 Functional Director - Appropriation Allotment Files

Description: Allotment records showing status of obligations and allotments under each authorized appropriation.

Disposition: TEMPORARY: Delete/destroy 6 years and 3 months after close of fiscal year involved.

DispAuthNo: GRS 7, item 3 **Date Edited:** 4/8/2005

A-06-025-16 Functional Director - Expenditure Accounting Posting and Control Files

Description: Records such as distribution ledgers, registers of interoffice transfers, expenditure voucher file, liquidation memoranda and other series of posting and control media, subsidiary to the allotment ledgers, and not otherwise provided for in this schedule. Included are related communications, reports, tabulations, and worksheets.

Disposition: TEMPORARY: Delete/destroy when 3 years old.

DispAuthNo: GRS 7, item 4a **Date Edited:** 4/8/2005

A-06-025-17 Functional Director - Allotment Reports

Description: Monthly reports of allottees, showing current and cumulative to date transactions as reflected in their distribution ledgers. Included are related communications and worksheets.

Disposition: TEMPORARY: Delete/destroy 4 years after close of fiscal year prepared.

DispAuthNo: N1-059-04-1, item 17 **Date Edited:** 7/16/2007

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-025-18	Functional Director - Routine Procurement and Contract Files
Description:	Files contain contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.
Disposition:	TEMPORARY: Cut off at end of the Summit. Delete/destroy upon termination or completion of contract or payment, whichever is later. Note: This excludes files located in the contracting office and finance offices that are responsible for the record copy.
DispAuthNo:	GRS 3, item 3c Date Edited: 4/8/2005
A-06-025-19	Functional Director - Supplies, Services, and Equipment (General)
Description:	Records relating to the ordering of supplies, requests for office services and equipment requests and receipts. Included are Requisition for Equipment, Supplies, Furniture, Furnishing or Services, Requisition for Publishing, Reproduction, and Distribution Services and related documents.
Disposition:	TEMPORARY: Cut off at end of the Summit. Delete/destroy when 2 years old or when no longer needed, whichever is later. Note: This excludes files located in official files of those offices that are responsible for the record copy.
DispAuthNo:	GRS 23, item 1 Date Edited: 4/8/2005
A-06-025-20	Functional Director - International Merchant Purchase Authorization Card (I.M.P.A.C.) Files
Description:	Includes copies of monthly credit card statements, receipts, and related documentation. Note: Signed original of Monthly Credit Card Statement is maintained by the Office of Resource Management for 6 years and 3 months. Arranged by fiscal year.
Disposition:	TEMPORARY: Cut off at end of the Summit. Retire to Records Service Center. Delete/destroy after GAO audit or when 3 years old, whichever is sooner.
DispAuthNo:	N1-059-04-1, item 20 Date Edited: 7/16/2007
A-06-025-21	Functional Director - Travel Files
Description:	Includes records relating to routine and operational aspects of travel and visits by other than prominent individuals and congressmen. Included are travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting documents.
Disposition:	TEMPORARY: Cut off at end of the Summit. Retire to Records Service Center. Delete/destroy 2 years after cut off.
DispAuthNo:	GRS 9, item 4a Date Edited: 4/8/2005

Chapter 06: Bureau of Administration Records

A-06-025-22	Functional Director - Word Processing and E-Mail Files		
Description:	Electronic copies of records, including but not limited to letters, messages, memoranda, reports, handbooks, directives, and manuals, that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this section. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
Disposition:	See items 22a and b.		
DispAuthNo:	GRS 23, item 10	Date Edited:	4/8/2005
A-06-025-22a	Functional Director - Word Processing and E-Mail Files		
Description:	Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.		
Disposition:	TEMPORARY: Delete within 180 days after the recordkeeping copy has been produced.		
DispAuthNo:	GRS 23, item 10	Date Edited:	4/8/2005
A-06-025-22b	Functional Director - Word Processing and E-Mail Files		
Description:	Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.		
Disposition:	TEMPORARY: Delete when dissemination, revision, or updating is completed.		
DispAuthNo:	GRS 23, item 10	Date Edited:	4/8/2005

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Office of the Executive Director

A-06-026-01 BNet Intranet Website

Description: Website content and all related web management and operations records. Web content consists of information about the BNet TV schedules, search functionality of videos on demand, downloads of video programs, and information on using the video systems.

Disposition: Temporary. Delete/destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-059-10-21, item 1

Date Edited: 2/4/2011

A-06-026-02 BNet Weekly Program

Description: Consists of a content management system that identifies, indexes, and schedules the video programs broadcast on BNet Live and on BNet TV.

Disposition: Temporary. Destroy when 2 years old or when no longer needed, whichever is later.

DispAuthNo: N1-059-10-21, item 2

Date Edited: 2/4/2011

A-06-026-03 BNet Video Clip Collection

Description: Consists of BNet video clip programs that were shown on-air or on-line through the BNet broadcasting systems. Video programs come from a variety of sources, including C-SPAN video feeds of Congressional events and hearings, bureaus and posts videos of meetings and presentations, and video programs from the Department Public Affairs office.

Disposition: Temporary. Destroy when 2 years old or when no longer needed, whichever is later.

DispAuthNo: N1-059-10-21, item 3

Date Edited: 2/4/2011

A-06-026-04 EZ Virtual Time Card (EZ-VTC)

Description: The Virtual Time Card application allows direct-hire government employees to submit their timecards for approval, first to their supervisor and then to their timekeeper(s) for entry into TATEL, without printing paper forms or leaving their desk. The application is scalable, requires no special license, and produces automatic reminders and metric reports as needed. Employees requesting leave (sick leave, annual leave, or any other type of leave requiring prior approval by their supervisor) can use the Department's eForms program to fill out, sign, and submit form OPM-0071 electronically to their supervisor. Once the leave slip has been electronically signed by their supervisor, the employee may then save the electronically signed form and attach it to their virtual timecard submission.

Disposition: NA

DispAuthNo: N/A

Date Edited: 3/9/2012

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-026-04a EZ Virtual Time Card (EZ-VTC)

Description: a. Database File

All time and attendance records upon which leave input data is based, such time and sign-in sheets; time card (such as Optional Form (OF) 1130); flextime records; leave applications for jury and military duty; and authorized premium pay or overtime, maintained at duty post upon which leave input data is based. Records may be in either machine-readable or paper form.

Disposition: The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice.
Temporary. Destroy after GAO audit or when 6 years old, whichever is sooner.

DispAuthNo: GRS 2, item 7

Date Edited: 3/9/2012

A-06-026-04b EZ Virtual Time Card (EZ-VTC)

Description: b. Input File

Input generated from data entry from individual employees, scanned images and electronic documentation.

Disposition: The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice.
Temporary. Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.

DispAuthNo: GRS 20, item 2b

Date Edited: 3/9/2012

A-06-026-04c EZ Virtual Time Card (EZ-VTC)

Description: c. Output File

Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs. Excluded are printouts created to satisfy established reporting requirements.

Disposition: The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice.
Temporary. Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printout do not contain substantive information

DispAuthNo: GRS 20, item 16

Date Edited: 3/9/2012

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-026-04d EZ Virtual Time Card (EZ-VTC)

Description: d. System Backup

Data file information is simultaneously mirrored on four 4node SQL Servers (clustered) and are backup daily within the DoS Enterprise Server Operations Center (ESOC).

Disposition: The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice.
Temporary. Delete when the identical records have been deleted or when replaced by a subsequent backup file.

DispAuthNo: GRS 20, item 8b

Date Edited: 3/9/2012

A-06-026-04e EZ Virtual Time Card (EZ-VTC)

Description: e. System Documentation

Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications and final reports relating to master file, database or other electronic records.

Disposition: Temporary. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.

DispAuthNo: GRS 10, item 11a(1)

Date Edited: 3/9/2012

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Deputy Assistant Secretary for Global Information Services

A-06-027-01 DAS Program Files

Description: Consists of correspondence, memorandums, reports, project plans, position papers, briefing materials, and other records received or sent by the Deputy Assistant Secretary that pertain to the formulation and development of policy positions, set precedent, or reflect significant changes in organization and management of the Department global information services programs. Records document the management of information services and the planning and development of activities in the areas of directives and forms management, publishing services, Freedom of Information and Privacy Acts, records management, document classification, and library services.

Disposition: PERMANENT. Cut off file at the end of the incumbent tenure and retire to the RSC. Transfer to the National Archives 25 years after cutoff.

DispAuthNo: N1-059-10-22, item 1 **Date Edited:** 4/8/2011

A-06-027-02 DAS Administrative Files

Description: Consists of correspondence, memorandums, emails, reports, spreadsheets, workload reports, presentations and reference and background materials that relate to the management of the office but do not set precedent or reflect policy decisions. (For administrative files common to all offices, see Chapter 3.)

Disposition: Temporary. Cut off file at the end of the incumbent tenure. Destroy 3 years after cutoff or when no longer needed, whichever is later.

DispAuthNo: N1-059-10-22, item 2 **Date Edited:** 4/8/2011

A-06-027-03 DAS Daily Activity Records

Description: Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of the Deputy Assistant Secretary while serving in an official capacity, created and maintained in hard copy or electronic form, excluding materials determined to be personal.

Disposition: Temporary. Cut off file at the end of the incumbent tenure. Destroy 3 years after cutoff.

DispAuthNo: GRS 23, item 5b **Date Edited:** 4/8/2011

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Office of Information Programs and Services (A/GIS/IPS) - Front Office

A-06-028-01 Student Employee Correspondence

Description: Consists of general correspondence to include, but not limited to, requests for personal and academic documentation, students' work plans, students' schedules, instructional and guidance emails for current students, intake processes and program updates.

Disposition: Temporary. Destroy 1 year after end of student employment.

DispAuthNo: DAA-0059-2012-0005-0001 **Date Edited:** 2/13/2013

A-06-028-02 Student Recruitment Files

Description: Contains correspondence to Universities; candidates rankings and statistics; resumes; data call requests; interview instructions; posted job vacancies announcements; meeting notes; correspondence with new recruits; letters to Supervisors for new recruits; progress and issue reports; as well as program status reports.

Disposition: Temporary. Destroy when 3 years old or when no longer needed, whichever is later.

DispAuthNo: DAA-0059-2012-0005-0002 **Date Edited:** 2/13/2013

A-06-028-03 Standard Operations Procedures -SOPs

Description: Consists of established standard operational procedures and guidance for conducting day-to-day official business within the office. Annually updated and kept in hard copy.

Disposition: Temporary. Cut off at end of calendar year and destroy when superseded.

DispAuthNo: DAA-0059-2012-0005-0003 **Date Edited:** 2/13/2013

A-06-028-04 Staff Assistants' Files

Description: Subject Files. Memorandums, reports, and taskers regarding IPS operations, such as those originating within various IPS divisions and requiring the IPS Director's clearance, and the attendant notes, logs, and excel charts used by the IPS Front Office to monitor and organize those items.

Disposition: Temporary. Destroy when no longer needed for operational purposes.

DispAuthNo: DAA-0059-2012-0005-0006 **Date Edited:** 2/13/2013

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-028-05 Tracking and Control System Records

Description: Logs, registers, excel spreadsheets and other records used to control and document student employment programs, (i.e.; the Student Career Experience Program-SCEP and PATHWAYS). Included are statistical data reports, graphs, logs, recommendations and referrals and other similar records used solely to control work flow.

Disposition: Temporary. Destroy when 3 years old or when no longer needed, whichever is sooner.

DispAuthNo: DAA-0059-2012-0005-0004 **Date Edited:** 2/13/2013

A-06-028-06 Policy and Procedures Files

Description: Material regarding the development and implementation of internal organizational policies and procedures, such as materials pertaining to the realignment of organizational IT resources, and Memorandums of Agreement (MOAs) and Memorandums of Understanding (MOUs) which establish working arrangements involving IPS and other offices, divisions, bureaus, or agencies.

Disposition: Temporary. Cutoff when superseded, updated, or no longer in effect. Destroy 10 years after cutoff.

DispAuthNo: DAA-0059-2012-0005-0005 **Date Edited:** 2/13/2013

A-06-028-07a Offers of Employment Files

Description: Correspondence, including letters and emails, offering appointments to potential employees

a. Accepted Offers

Disposition: Destroy when appointment is effective.

DispAuthNo: GRS 1, item 4a **Date Edited:** 2/13/2013

A-06-028-07b(1) Offers of Employment Files

Description: b. Declined Offers

(1) When name is received from certificate of eligibles.

Disposition: Return to OPM with reply and application.

DispAuthNo: GRS 1, item 4b(1) **Date Edited:** 2/13/2013

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-028-07b(2)	Offers of Employment Files
------------------------	-----------------------------------

Description:	b. Declined Offers (2) Temporary or excepted appointment.
---------------------	--

Disposition:	File with application and destroy when 2 years old.
---------------------	---

DispAuthNo:	GRS 1, item 4b(2)	Date Edited:	2/13/2013
--------------------	-------------------	---------------------	-----------

A-06-028-07b(3)	Offers of Employment Files
------------------------	-----------------------------------

Description:	b. Declined Offers (3) All Others.
---------------------	---

Disposition:	Destroy immediately.
---------------------	----------------------

DispAuthNo:	GRS 1, item 4b(3)	Date Edited:	2/13/2013
--------------------	-------------------	---------------------	-----------

A-06-028-08	Certificate of Eligible Files
--------------------	--------------------------------------

Description:	Copies obtained from OPM certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a non-preference eligible.
---------------------	---

Disposition:	Destroy when 2 years old.
---------------------	---------------------------

DispAuthNo:	GRS 1, item 5	Date Edited:	2/13/2013
--------------------	---------------	---------------------	-----------

A-06-028-09	Position Descriptions
--------------------	------------------------------

Description:	Record copy of position descriptions that include information on title, series, grade, duties and responsibilities, and related documents.
---------------------	--

Disposition:	Temporary. Destroy 2 years after position is abolished or description is superseded.
---------------------	--

DispAuthNo:	GRS 1, item 7b	Date Edited:	2/13/2013
--------------------	----------------	---------------------	-----------

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-028-10 Employee Awards Files

Description: General awards records, EXCLUDING those relating to department-level awards.

Case files including recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to agency-sponsored cash and noncash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.

Disposition: Temporary. Destroy 2 years after approval or disapproval.

DispAuthNo: GRS 1, item 12a(1) **Date Edited:** 2/13/2013

A-06-028-11 Supervisor's Personnel Files and Duplicate OPF Documentation

Description: Supervisors' Personnel Files

Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.

Disposition: Temporary. Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.

DispAuthNo: GRS 1, item 18a **Date Edited:** 2/13/2013

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-028-12 **Transitory Files (including in electronic form)**

Description: Records of short-term (180 days or less) interest, including in electronic form (e.g., email messages), which have minimal or no documentary or evidential value. Included are such records as:

Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply;

Quasi-official notices including memoranda and other records that do not serve as the basis of official action, such as a notice of holidays or charity and welfare fund appeals, bond campaigns, and similar activities;

Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material;

Records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, and other scheduling related activities;

Suspense and tickler files or "to-do" and task lists that serve as a reminder that an action is required on a given date or that a reply to action is expected, and if not received should be traced on a given date.

Disposition: Temporary. Destroy immediately, or when no longer needed for reference, or according to a predetermined time period or business rule (e.g., implementing the auto-delete feature of electronic mail system).

DispAuthNo: GRS 23, item 7

Date Edited: 2/13/2013

A-06-028-13 **Time and Attendance Source Records**

Description: All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, Tatel/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury and military duty.

Disposition: The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice.
Temporary. Block files annually. Retire yearly accumulations of on box or more to Record Storage Center (RSC) when no longer needed for transfer to WNRC. Destroy after GAO audit or when 6 years old, whichever is sooner.

DispAuthNo: GRS 2, item 7

Date Edited: 2/13/2013

U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

A-06-028-14 Administrative Records

Description: Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organizations, staffing, procedures, and communications, including facsimile machine logs; the expenditures of funds, including budget records, day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative report prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.

Disposition: Temporary. Destroy when 2 years old.

DispAuthNo: GRS 23, item 1

Date Edited: 2/13/2013
